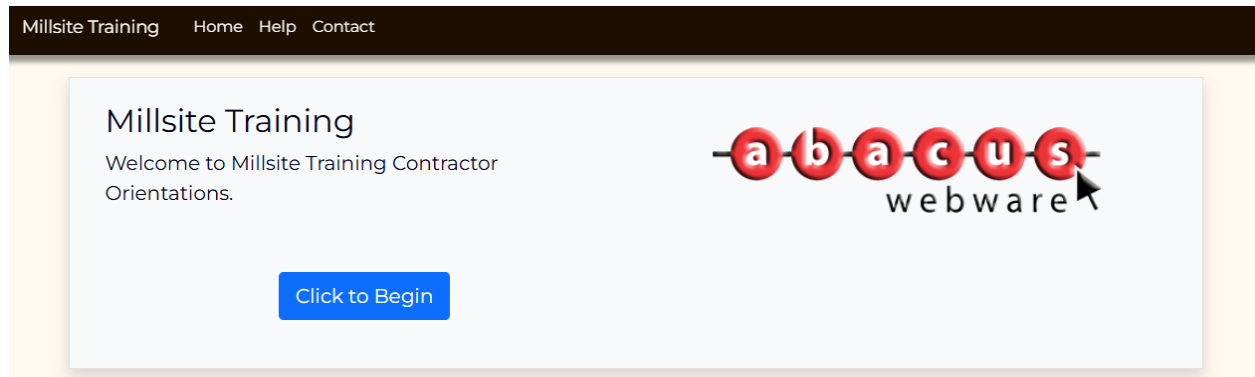


Millsite Training LMS Tour



The Millsite Training LMS gives your contractors and visitors a simple way to complete their safety training *before* they arrive onsite. It's built for mills that need training to be consistent, trackable, and ready to verify at the gate.

The system is organized into four secure areas:

- **Training Area**
- **Vendor Admin Area**
- **Site Admin Area**
- **Gatekeeper Area**

Every user logs in with a secure account. Contractors and visitors are automatically directed to the **Training Area**, where they complete the courses assigned to them. Access to the other areas is controlled through a **roles-based system**, and only a **Site Administrator** can grant those roles.

In the next section, we'll walk through the typical contractor workflow — from logging in, to completing training, to achieving a verified completion status that allows them onto the jobsite. Training can be taken on a desktop, phone, or tablet, and is best completed *before* arriving at the mill.

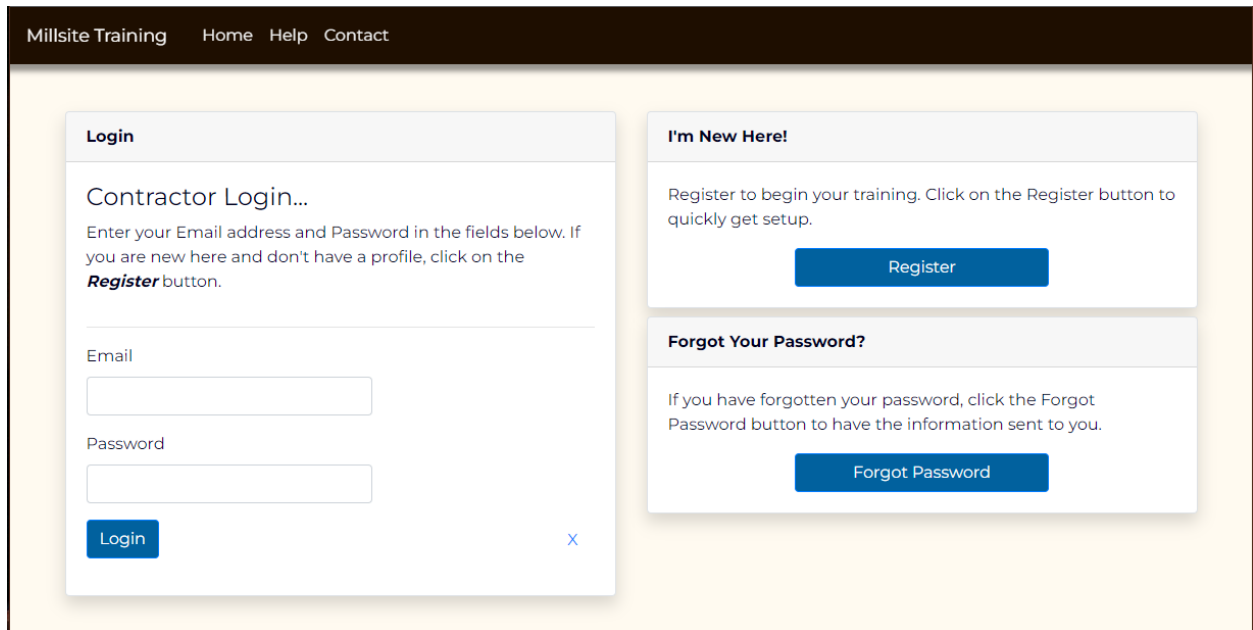
Millsite Training LMS Tour

Secure Login.

Every user has a secure account that identifies which vendor employs them and tracks their training status throughout the system.

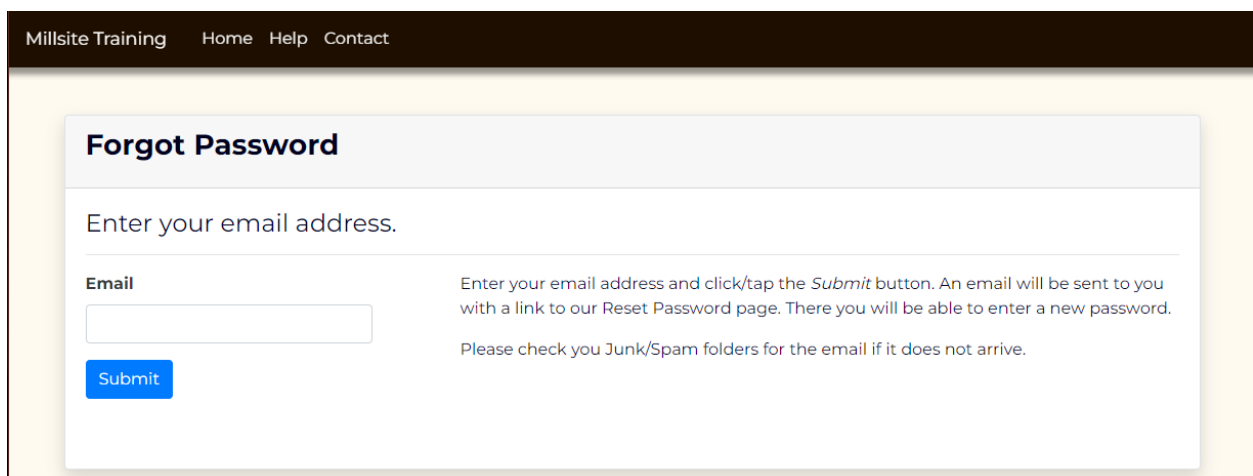
The login screen provides three options:

- **Sign In**
- **Register**
- **Forgot Password**



The screenshot shows the Millsite Training LMS login interface. At the top is a dark brown navigation bar with the text "Millsite Training" and links for "Home", "Help", and "Contact". Below this, the main content area has a light beige background. On the left, there is a white box titled "Login" with the sub-header "Contractor Login...". It contains instructions: "Enter your Email address and Password in the fields below. If you are new here and don't have a profile, click on the **Register** button." Below the text are two input fields labeled "Email" and "Password", each with a blue "Login" button underneath. A small blue "X" icon is visible in the bottom right corner of the box. To the right of the login box, there are two more white boxes. The top one is titled "I'm New Here!" and contains the text "Register to begin your training. Click on the Register button to quickly get setup." with a blue "Register" button. The bottom one is titled "Forgot Your Password?" and contains the text "If you have forgotten your password, click the Forgot Password button to have the information sent to you." with a blue "Forgot Password" button.

Users with an existing account simply sign in using their email address and password. If a password has been forgotten, the **Forgot Password** option sends a reset email containing a secure link, allowing the user to create a new password and regain access.



The screenshot shows the Millsite Training LMS "Forgot Password" screen. It features the same dark brown navigation bar at the top. The main content area has a light beige background. A large white box titled "Forgot Password" is centered. Inside the box, it says "Enter your email address." followed by an input field labeled "Email". Below the input field is a blue "Submit" button. To the right of the input field, there is explanatory text: "Enter your email address and click/tap the *Submit* button. An email will be sent to you with a link to our Reset Password page. There you will be able to enter a new password. Please check you Junk/Spam folders for the email if it does not arrive."

Self-Register

There are three ways to add a new user to the system, and the fastest is to let them **self-register**. It saves time, reduces admin workload, and feels familiar to anyone who has ever created an account

Millsite Training LMS Tour

online.

[Millsite Training](#) [Home](#) [Help](#) [Contact](#)

Register

Fill in the fields below then tap/click the *Register* button to setup your training profile. All fields marked with an * are required.

First Name *	Last Name *	Employer * ¹
		Select Your Employer
Email ¹ *	Password ² *	Confirm password ² *
Trade ³ ¹	Cell	Mill Contact
Select Trade		
Register		

¹ Create an email address

If you do not already have an active email address or wish to create one we recommend using [Gmail](#) or [Outlook](#)

² Passwords must be:

- At least 6 characters long
- At least one capital letter
- At least one lower case letter
- At least one number
- At least one special character

³ Trade

What will your role be in connection with our mill?

** Required Fields*

The registration form collects a few required details: the user's name, employer, email address, and password. Additional fields can be added, removed, or made mandatory during system setup to match your site's specific requirements.

Users can also be created manually by a **Site Administrator** from the Admin Dashboard, or by a **Vendor Admin** from the Vendor Admin Dashboard. We'll cover those areas later in the document.

Millsite Training LMS Tour

The Training Area: Self Administered Training

Once a user logs in, they're taken directly to the **Training Dashboard**, the starting point for all required courses before they're allowed onto your jobsite.

Training Dashboard

Primary Location

Select the course below for your role:
Work through the modules at your own pace, as long as the full course is completed before you start working.
DOCUMENTS: Please scroll down and attach any additional documents required. i.e. drivers licence, First Aid ticket etc.

Contractor Orientation



Start Course

Chip Truck Driver



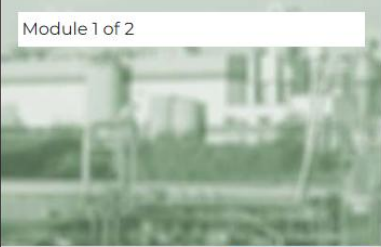
Start Course

To begin, the user clicks **Start Course**, which automatically enrolls them and opens the training. Each course is made up of one or more **modules**, with each module delivering a focused piece of training. After selecting **Start Course**, the user sees the full list of modules included in that course.

Contractor Orientation Course

Orientation Introduction

Module 1 of 2



Start Module

Dust Awareness

Module 2 of 2



Start Module

Modules must be completed in any order. When all modules are finished, the system awards credit for the course, issues a certificate, and updates the Training Dashboard to show the course as complete.

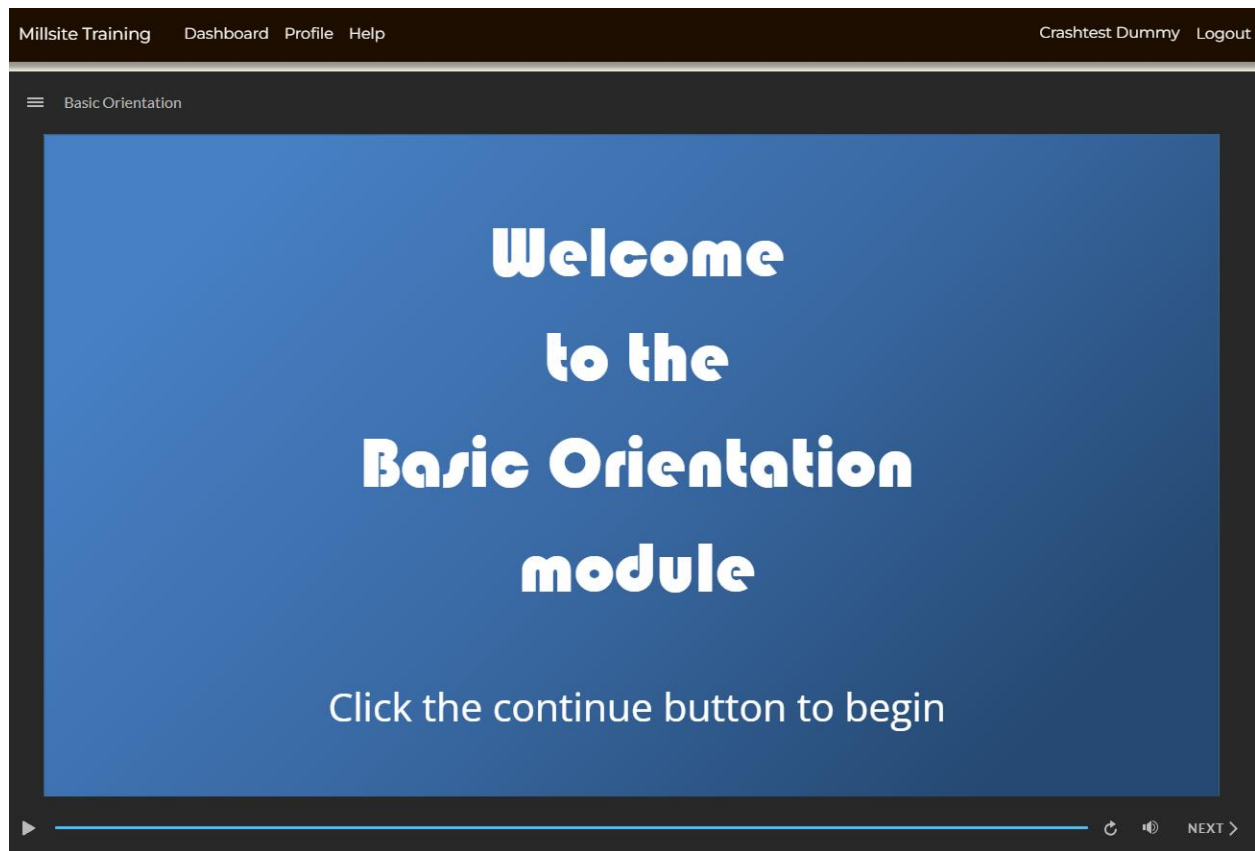
Millsite Training LMS Tour

The Site Administrator has full control over which modules appear on the site and how they're organized into courses. Millsite supports a wide range of training media, allowing you to deliver content in the format that best fits your safety program:

- **SCORM 1.2 compliant modules** (Articulate Storyline 360, Adobe Captivate, and others)
- **Video files**
- **Slide shows**
- **Webpages**

Modules can be reused across multiple courses. When a user completes a module in one course, that completion is automatically recognized in any other course where the same module appears — eliminating duplicate training and keeping progress consistent across the system.

This flexibility lets you build courses that match your existing training library without re-authoring content. Below is an example of a SCORM 1.2 module delivering Contractor Safety Orientation.



Millsite Training LMS Tour

Quizzes

After completing a module, the user may be presented with an optional quiz. If a quiz is enabled, the user must pass it to receive credit for the module. This reinforces learning, confirms understanding, and ensures your contractors meet the safety standards required before entering the jobsite.

Millsite supports two types of quizzes:

- **Quizzes built directly into SCORM modules**
- **Quizzes managed by the LMS itself**

When the LMS handles the quiz questions, you gain a major advantage: **questions can be updated at any time without republishing the training module**. If a question needs to be reworded, clarified, or replaced, you can edit it instantly in the LMS — no need to open Storyline, rebuild the module, or push out a new SCORM package.

Millsite TrainingDashboardProfileHelpCrashtest DummyLogout

Quiz: Basic

1) The number 1 priority at our mill is:

☐ safety

☐ production

☐ keeping costs down

☐ brightening the pulp

Submit

Millsite TrainingDashboardProfileHelpCrashtest DummyLogout

Quiz Results: Basic

Your Score

10 / 10

(100 %)

Congratulations Crashtest Dummy, you have passed the module quiz.

Please tap/click on the Continue button to receive credit for this module.

Continue

Millsite Training LMS Tour

Certificate

After all modules and any required quizzes are completed, the user is presented with a verification screen. They confirm their identity by checking the verification box and clicking **Submit**. This step ensures the user explicitly acknowledges that *they* completed the training. It provides clarity, reinforces accountability, and helps protect you by confirming the training was taken by the correct individual.

[Millsite Training](#) [Dashboard](#) [Profile](#) [Help](#) [Crashtest Dummy](#) [Logout](#)

Congratulations!

You have completed the requirements for the **Contractor Orientation** course.

Please confirm your identity by checking the box and clicking the Confirm button.

☒ I verify that I am **Crashtest Dummy**

[Confirm](#)

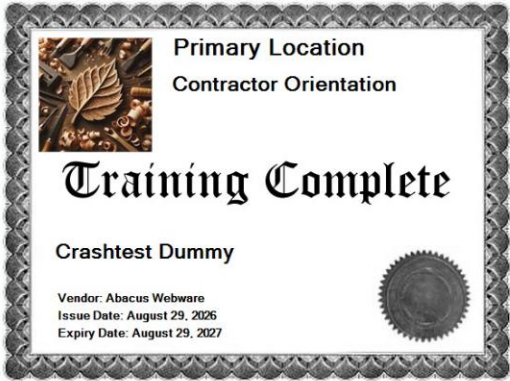
Once verified, the system generates a **Course Completion Certificate**. This certificate is the contractor's proof of training — the document your gate staff and supervisors rely on to confirm the individual has met your safety requirements and is authorized to enter the jobsite.

[Millsite Training](#) [Dashboard](#) [Profile](#) [Help](#) [Crashtest Dummy](#) [Logout](#)

Certificate Details

[Print](#) [Dashboard](#)

Please bring a printed or digital copy of this certificate when coming on site.

Course Name Contractor Orientation	
Issue Date August 29, 2026	
Expiry Date August 29, 2027	

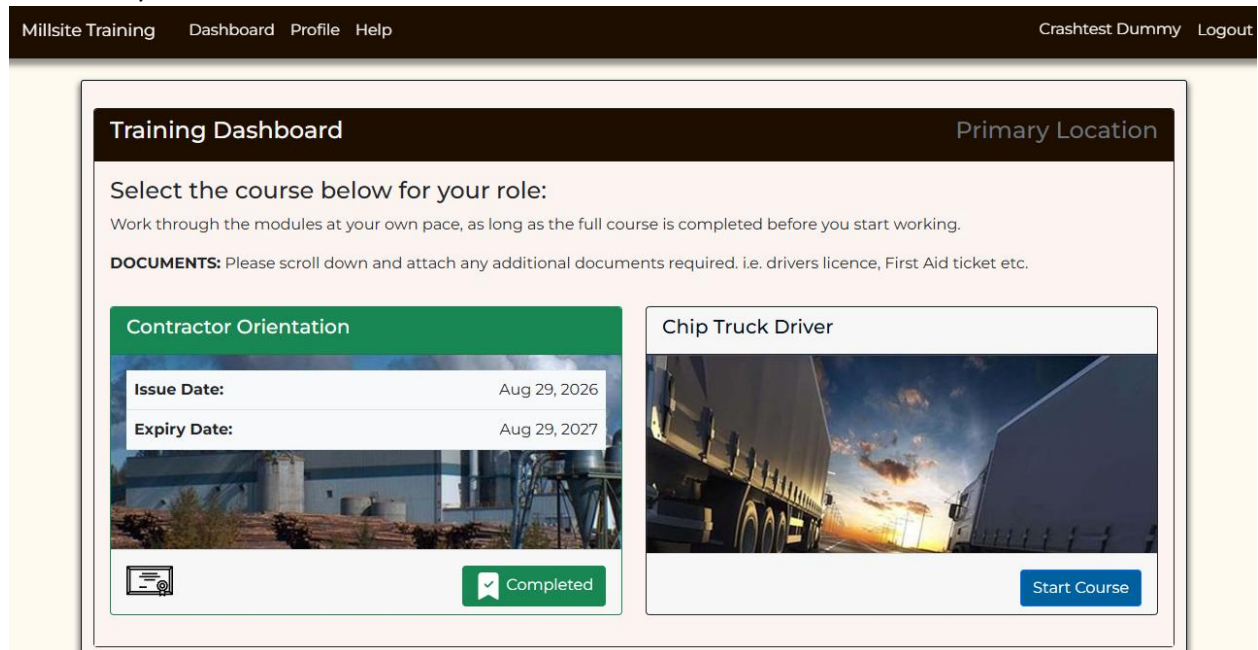
Contractors can print their certificate if your site requires a physical copy at the gate. Administrators and Gatekeepers can also view certificates digitally within the system, making verification quick and consistent.

Vendors can also view the certificates earned by their employees through the **Vendor Admin Area**, helping them track compliance and ensure their crews arrive on your jobsite fully trained.

Millsite Training LMS Tour

Training Dashboard Reflect Current Training

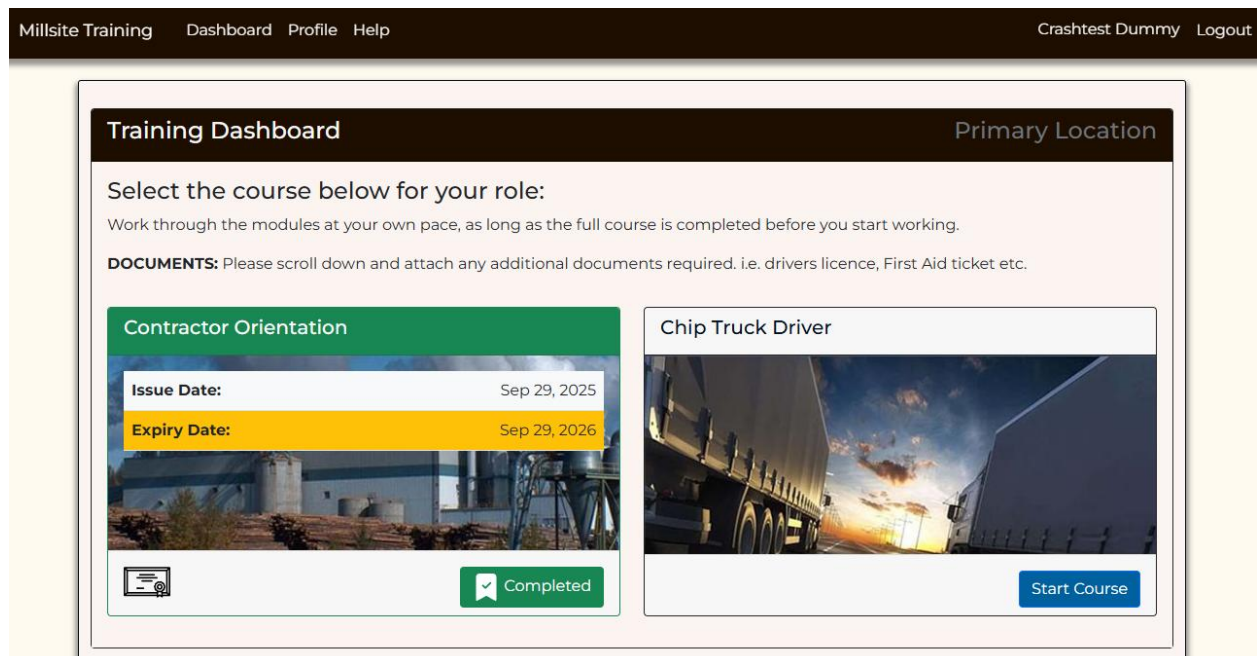
When a user completes a course, the corresponding tile on the **Training Dashboard** updates instantly. The tile shifts to **green**, signaling that the training is complete, valid, and ready to be verified at the gate, if necessary.



Each completed tile displays the **issue date** and **expiry date** of the Course Completion Certificate. The certificate icon in the lower-left corner lets the user reopen and view their certificate at any time.

To help supervisors and contractors stay ahead of renewals, the system highlights upcoming expiries. When a certificate is within **60 days** of expiring, the expiry date is shown in **yellow**. Once the training fully expires, the tile returns to its default colors, clearly indicating that retraining is required.

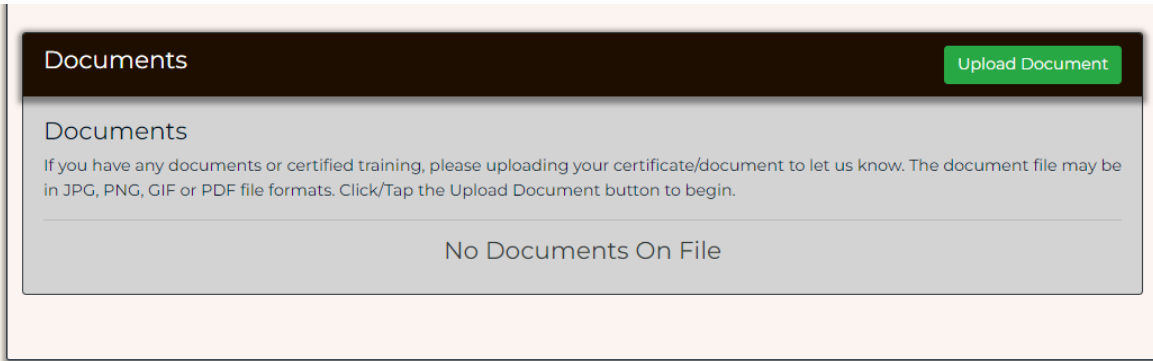
The 60-day threshold can be adjusted in the **Settings** screen to match your company's policies and renewal cycles.



Millsite Training LMS Tour

Documents Upload

At the bottom of the Training Dashboard, users can upload external certificates — such as First Aid, Forklift, Manlift, or any other qualification required for safe work on your jobsite. These documents give your mill clear visibility into who is certified to operate equipment or perform specialized tasks.

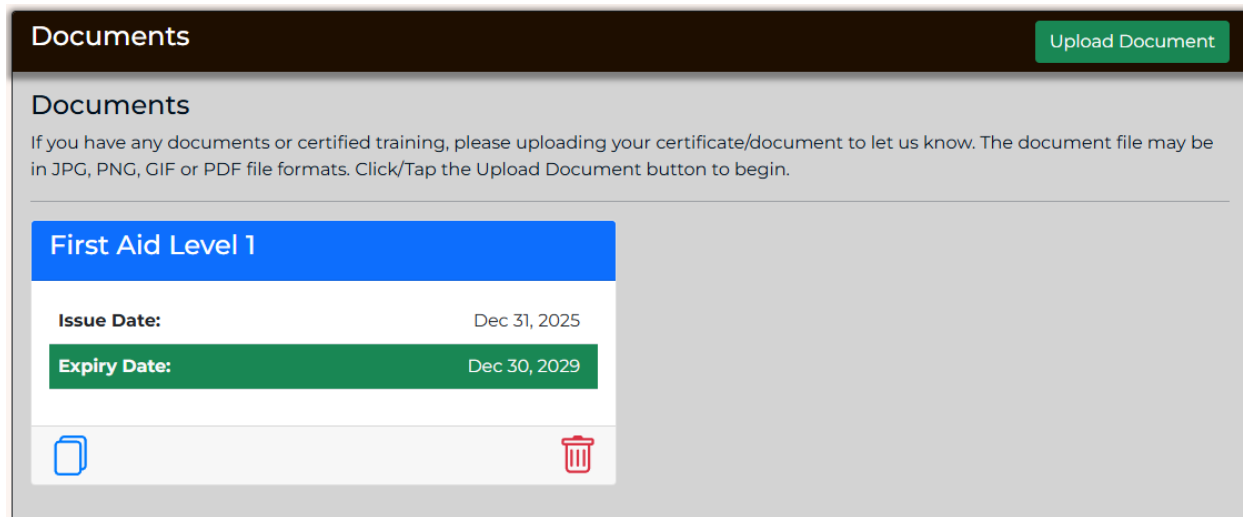


The upload process is simple: the user selects **Upload Document**, attaches their certificate, enters a few details, and submits it.

A screenshot of the 'Add Document' form in the Millsite Training LMS. The form is titled 'Add Document' and has a 'Save' button and a 'Cancel' button. It contains several input fields: 'Document Name *' with a placeholder '** Select Document Type **', 'Issue Date (leave blank if N/A)' with a placeholder 'yyyy-mm-dd' and a calendar icon, 'Expiry Date (leave blank if no expiry date)' with a placeholder 'yyyy-mm-dd' and a calendar icon, and 'File (jpg, png, gif or pdf) *' with a 'Choose File' button and a placeholder 'No file chosen'. To the right of the form, there are 'Instructions:' which include: 'Select a document type from the Document Type droplist. Click/Tap the Choose File button to select your document.', 'Optionally, choose an Issue Date and/or an Expiry Date. If left blank, the Expiry Date will default to No Expiry Date.', and 'Click upload to upload the document to your account.' Below the instructions, it says 'Uploaded documents will show up in the Documents section below the Courses on the Training Dashboard and listed in your Profile.' At the bottom left of the form, it says '* Required Fields'.

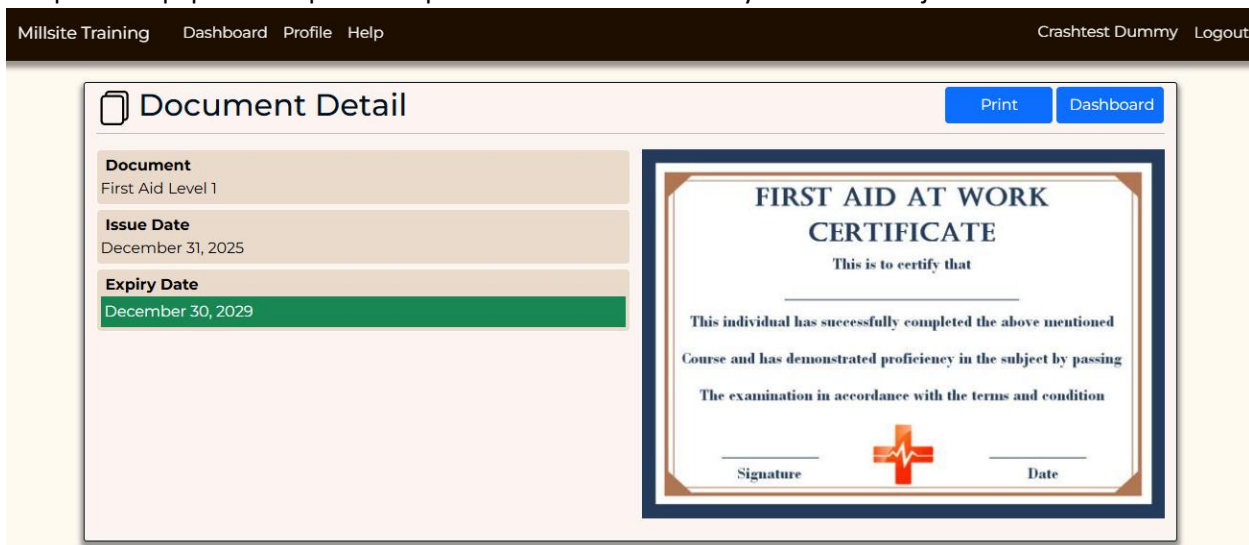
Millsite Training LMS Tour

Once uploaded, the document appears in the **Documents** section of the Training Dashboard, where all the user's certifications are listed in one place.



Each document displays its expiry status at a glance. Valid certificates show a **green** expiry date, certificates nearing renewal (within 60 days) appear in **yellow**, and expired certificates are marked in **red**. This makes it easy for both contractors and supervisors to stay ahead of renewals and maintain compliance.

Below is an example of an uploaded document as it appears on the Training Dashboard. Each certificate is displayed with its key details and expiry status, giving both contractors and mill staff a clear, immediate view of the user's qualifications. This visual layout makes it easy to confirm who is certified to operate equipment or perform specialized tasks before they arrive on the jobsite.



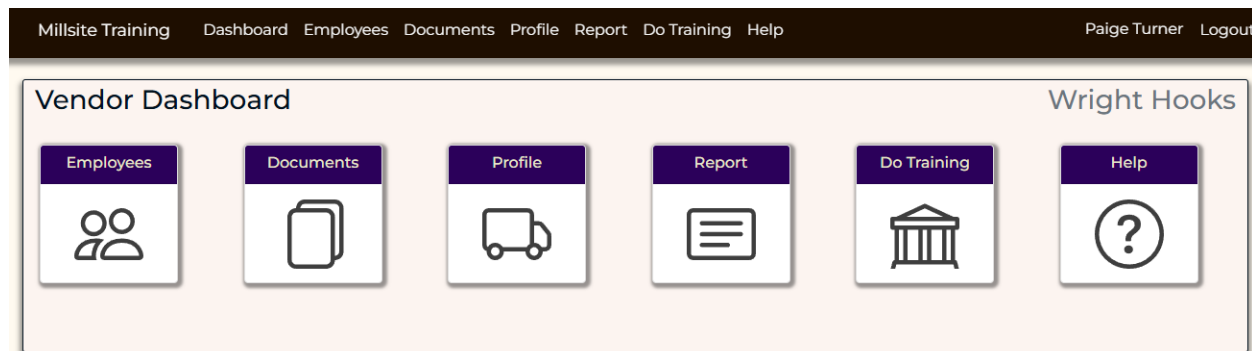
With all external certificates stored in one place — and visible to Site Administrators, Gatekeepers, and vendor companies — the Documents area completes the Training Dashboard. It ensures everyone involved in contractor management has the information they need to verify qualifications, stay ahead of expiries, and maintain a safe, compliant workforce.

Millsite Training LMS Tour

The Vendor Area: Vendor's Manage Their Employee's Training

The Vendor Admin Area gives each contractor company the ability to manage their own employees' training. Every vendor is assigned one or more **Vendor Administrators** which are regular user accounts elevated with the permissions needed to oversee their workforce. By empowering vendors to manage their own crews, the mill reduces administrative workload and keeps training responsibilities where they belong.

When a user is assigned the Vendor Administrator role, they are taken directly to their company's **Vendor Admin Dashboard** when they log in, instead of the Training Area.



From this dashboard, Vendor Administrators can:

1. **Manage their employees** — add new workers, update information, and monitor training status
2. **Update company details** — keep vendor information current and accurate
3. **Generate training status reports** — quickly see which employees are trained, expiring, or overdue

This area gives vendors clear visibility into their crews and ensures the mill always knows who is qualified to be onsite.

Why the Vendor Admin Area Matters

The Vendor Admin Area is one of the most important parts of the system. It shifts day-to-day training management away from the mill and into the hands of the contractor companies who employ the workers. Vendors can see exactly who is trained, who is expiring, and who needs attention — long before anyone arrives at the gate. This keeps crews compliant, reduces administrative overhead for the mill, and ensures that everyone onsite meets your safety requirements.

Millsite Training LMS Tour

Employee Management

From the **Employees Index** screen, Vendor Administrators can manage every aspect of their workforce. This is where they add new employees, update existing profiles, reset passwords, and remove workers who are no longer with the company. It's the central hub for keeping their crew information accurate and up to date.

The screenshot shows the 'Employees' management interface. At the top, a dark navigation bar contains links: 'Millsite Training', 'Dashboard', 'Employees', 'Documents', 'Profile', 'Report', 'Do Training', and 'Help'. On the right of this bar, the user 'Paige Turner' is logged in, with a 'Logout' link. Below the navigation bar, a breadcrumb trail reads 'Dashboard > Employees'. The main heading is 'Employees' with a 'New' button (person icon) to its right. Below the heading, there's a '10 entries per page' dropdown and a 'Search:' input field. A table lists five employees with columns for 'Role', 'Name', 'Cell', and 'Email'. Each row has action icons: a person icon for viewing the profile, a pencil for editing, a key for password reset, and a trash can for deletion. The first row for 'Turner, Paige' has a person icon in the 'Role' column. The bottom of the interface shows 'Showing 1 to 5 of 5 entries' and a pagination control with '1' selected.

Role	Name	Cell	Email	
	Turner, Paige		paige@wrighthooks.com	
	Coleman, Jason		jason@wrighthooks.com	
	Marshall, Gordon		gordon@wrighthooks.com	
	White, Sophie		sophie@wrighthooks.com	
	Wright, Kimberly		kimberly@wrighthooks.com	

The interface is designed to be simple and intuitive. A Vendor Admin can:

- Click a **row** to view an employee's full profile
- Select **New** to add a new employee to the system
- Use the **pencil icon** to edit an employee's details
- Use the **key icon** to reset an employee's password
- Use the **trash icon** to remove an employee

Millsite Training LMS Tour

Clicking a row opens the employee's **detail screen**, where all profile information is displayed. This view also shows the employee's **training history** and any **uploaded documents** such as First Aid, Forklift, or Manlift certifications. Vendor Admins can click a certificate to view it, or select an uploaded document to verify external qualifications.

Dashboard > Employees > Employee Details

Employee Details

EditEmployees

Name

Jason Coleman

Email

jason@wrighthooks.com

Cell

Mill Contact

Coverall Size

Address

City

Postal Code/Zip

Comments

Trade

Engineer

Phone

Employer Contact

Coverall Type

Address 2

Province/State

Country

Training Certificates

Course	Issue Date	Expiry Date
Contractor Orientation	Aug 01, 2026	Aug 01, 2027

Showing 1 to 1 of 1 entry

Documents

Document	Issue Date	Expiry Date
No data available in table		

Showing 0 to 0 of 0 entries

Training History

Date	Course	Module
No data available in table		

This gives vendors a complete picture of each worker's readiness before they arrive at the mill — training completed, certificates earned, documents uploaded, and expiries approaching. It's everything a contractor company needs to keep their crew compliant and prepared.

Millsite Training LMS Tour

Documents

The Vendor Admin Area also includes a **Vendor Documents** section, where contractor companies can upload important company-level documents such as insurance certificates, OSHA 300 logs, safety manuals, and other compliance records. These documents give the mill clear visibility into a vendor's operational readiness and ensure critical information is always available when needed.

Dashboard > Documents

Documents

10 entries per page Search:

Document	Issue Date	Expiry Date	
Insurance	Jan 01, 2026	Dec 31, 2027	  

Showing 1 to 1 of 1 entry

Just like employee-level documents, vendor-level uploads appear in a centralized list that Site Administrators and Gatekeepers can access at any time. This allows the mill to quickly confirm that a vendor's insurance is current, review incident records, or reference safety documentation without having to chase down paperwork.

By keeping these documents up to date, vendors help maintain smooth communication with the mill and ensure their crews remain eligible to work onsite.

Company Info

The Company Profile screen allows Vendor Administrators to keep their company information up to date including their company name, address, primary contact, and the designated **Mill Contact**. This information becomes essential whenever the mill needs to reach the right people quickly. If there's an incident, a safety concern, or a question about one of the vendor's employees, Site Administrators and Gatekeepers can pull up the vendor's profile and immediately see who to contact at the mill and who to contact at the vendor.

Dashboard > Profile

Profile

Edit

Name Wright Hooks		Mill Contact Cole Porter
Contact Name Kimberly Wright	Contact Phone (250) 473-2167	Contact Email kimberly@wrighthooks.com
Contact 2 Name	Contact 2 Phone	Contact 2 Email
Company Phone (250) 438-6735	Company Fax	Company Email info@wrighthooks.com
Address 2468 Appreciate Dr. Milltown BC V9Z 1O1 Canada		
Comments		

Keeping this information current ensures smooth communication between the mill and contractor companies, especially when timely coordination matters.

Millsite Training LMS Tour

Report

Vendor Administrators can generate a **Training Status Report** to see the current training state of their entire crew at a glance. The report provides a clear, colour-coded overview that highlights who is fully trained, who is approaching expiry, and who needs immediate attention.

Millsite Training	Dashboard	Employees	Documents	Profile	Report	Do Training	Help	Paige Turner	Logout
-------------------	-----------	-----------	-----------	---------	--------	-------------	------	--------------	--------

Dashboard > Report			
Training Report			
Location: Primary Location			
Employee	Trade	Basic	Chip Truck Driver
Coleman, Jason	Engineer	Aug 01, 2027	
Marshall, Gordon	Machinist	Sep 30, 2026	
Turner, Paige	Supervisor		
White, Sophie	Machinist	Jul 10, 2027	
Wright, Kimberly	Project Manager	May 01, 2026	

The colour system makes it easy to scan and act quickly:

- **Green** — training is valid and up to date
- **Yellow** — training is valid but will expire soon
- **Red** — training has expired and requires retraining

This report gives vendors the visibility they need to keep their crews compliant before they arrive at the mill, reducing delays at the gate and ensuring everyone onsite meets your safety requirements.

Do Training

Vendor Administrators are normally taken straight into the Vendor Admin Area when they log in, since their role is focused on managing employees, documents, and company information. But Vendor Admins may also need to complete their own training to gain access to the mill's jobsite. The **Do Training** link provides that path. Clicking it takes the user into the Training Area, where they can complete the same courses required of their employees. While training, an additional header link allows them to return to the Vendor Admin Area at any time, keeping both responsibilities, managing their crew and maintaining their own compliance, just a click away.

Millsite Training LMS Tour

Help

The Vendor Admin Area includes a built-in **Help** section that gives contractor companies (Vendors) clear guidance whenever they need it. The help table provides two columns of support: on the left, the main functional areas of the Vendor Admin system — Employees, Company Profile, Vendor Documents, Reports, and more — and on the right, practical step-by-step topics such as creating a new employee, updating company information, etc. It's designed to be simple, direct, and immediately useful. Whether a Vendor Administrator is new to the system or needs a quick refresher, the Help section ensures they can find answers fast without contacting the mill or guessing their way through a workflow. It reinforces the system's goal of empowering vendors to manage their own crews confidently and keeps day-to-day operations running smoothly for everyone involved.

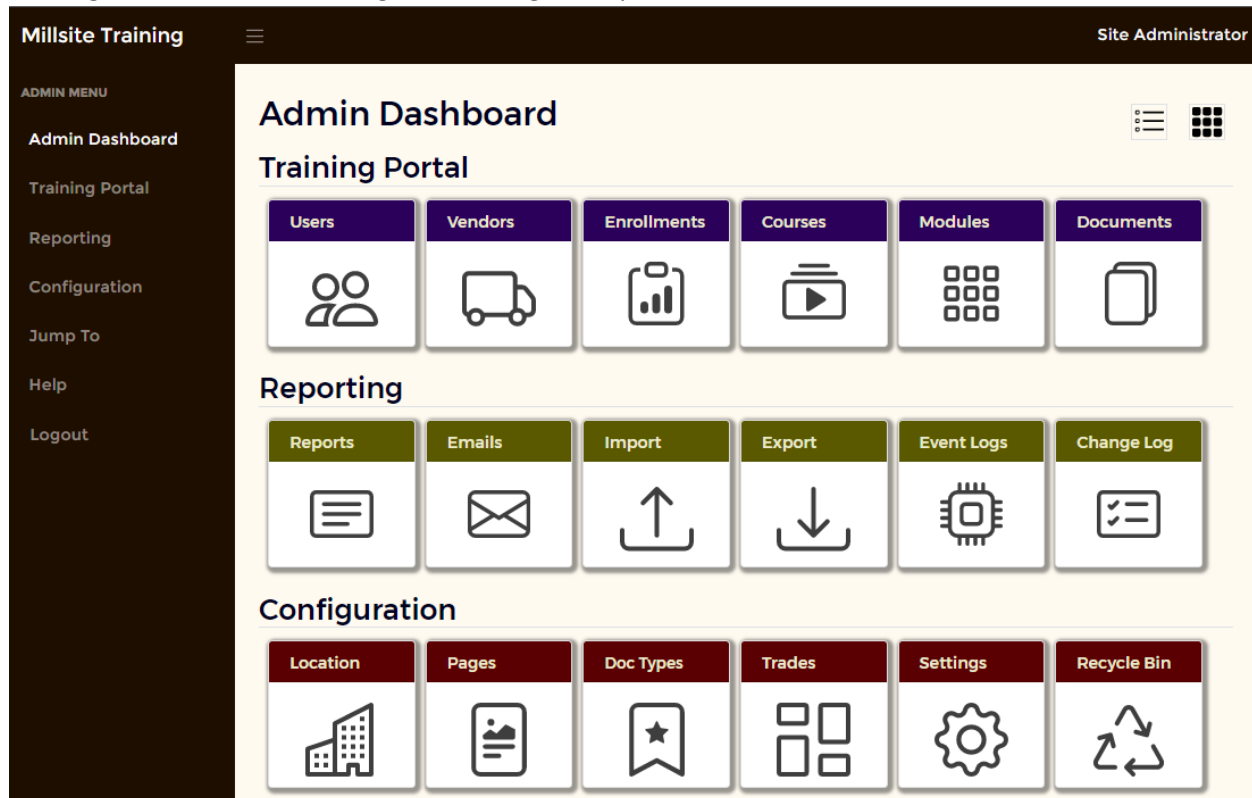
The screenshot shows the Millsite Training LMS interface. At the top is a dark navigation bar with links: Millsite Training, Dashboard, Employees, Company Info, Report, Do Training, Help, Vendor Admin, and Logout. Below this is a breadcrumb trail: Dashboard > Help. The main heading is '? Help - Vendor Administration Area'. The content is divided into two columns. The left column, 'Table of Contents', lists various sections with sub-items. The right column, 'How To:', lists specific tasks. All links are in blue text.

Table of Contents	How To:
• Vendor Area Overview • The Vendor Area Menubar • The Breadcrumb Trail • Dashboard • Employees ◦ Employee Index ◦ Employee Detail ◦ Create New Employee ◦ Edit Existing Employee ◦ Change Employee Password ◦ Delete Employee • Company Profile ◦ Company Information Detail ◦ Company Information Edit • Training Report • Do Training • Logout	• Create a new employee • See which company employees are trained up • Change my password • Change other employee's password • Change my company contact information

Millsite Training LMS Tour

The Site Administration Area: Managing the LMS

The Administrator Area is where mill staff manage the overall operation of the LMS. From this dashboard, administrators oversee users, vendors, training content, reporting tools, and system-wide configuration. The layout is organized into three clear groups, **Training**, **Reporting**, and **Configuration**, each represented by a set of tiles that lead to pages powered by sortable, searchable record indexes. Every index view provides the familiar command icons for adding new records, editing existing ones, viewing full details, or removing items, along with specialized actions where needed.



Under **Training**, administrators manage the core entities that drive the LMS: users, vendor accounts, course enrollments, courses, modules, and document records. These tools allow the mill to maintain accurate user data, structure training content, and ensure that every contractor and vendor is properly enrolled and tracked.

The **Reporting** section provides visibility into system activity. Administrators can access the Reports Menu, broadcast training reminders or shutdown notices through the email template and mail-merge system, and review import/export operations. Event Logs and Change Logs offer a detailed audit trail of actions taken throughout the platform, supporting accountability and compliance.

Finally, the **Configuration** section allows administrators to shape the LMS environment itself. Locations can be managed, content Pages can be edited through a built-in rich-text CMS, and document types and trades can be customized to match mill requirements. System Settings provide control over global behaviors, and the Recycle Bin offers a safety net for recovering deleted records.

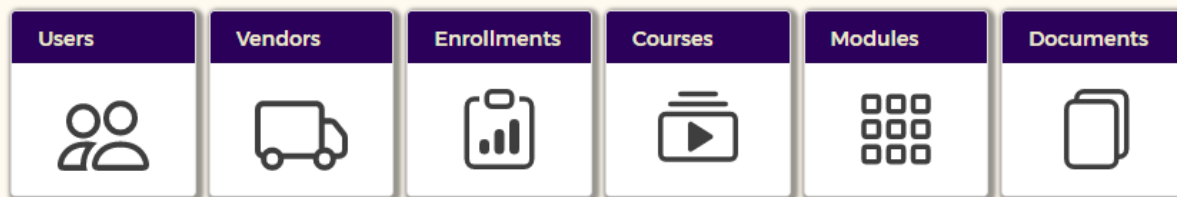
Together, these tools give mill administrators full control over the LMS, from training content and user management to communication, auditing, and system customization, ensuring the platform remains accurate, compliant, and aligned with operational needs.

Millsite Training LMS Tour

Training

The Training section gives administrators full control over the core entities that drive the LMS. These tools manage users, vendors, enrollments, courses, modules, and documents — the building blocks of the entire training workflow.

Training Portal



Users

Administrators manage all user accounts in the system. They can add new users, update existing profiles, reset passwords, and remove accounts when necessary. Full user details are available at a glance, ensuring accurate records and smooth access management.

Vendors

Vendor accounts represent the contractor companies that send workers to the mill. Administrators can add, edit, and delete vendors, view vendor details, and manage the vendor's employees — including updating profiles, resetting passwords, and assigning roles. This ensures each vendor's workforce is properly structured and authorized.

Enrollments

Enrollments are the heart of the training system. An enrollment links a user to a course and tracks their progress through it. An Enrollment is automatically created when a contractor clicks on a Start Course button on the Training Dashboard. Administrators can create, modify, or delete enrollments manually, and view full enrollment details, including the user's certificate of completion. This provides complete visibility into who is trained, when, and for what.

Courses

Courses define the training offered on the site. Administrators can add, edit, and delete courses, group modules together to form a complete learning path, and adjust the display order on the Training Dashboard. Modules can be assigned to courses directly from the index view, making course structure easy to maintain.

Modules

Modules are the fundamental units of learning. They may be SCORM 1.2 packages, videos, slideshows, or webpages. Administrators can add, edit, and delete modules, assign them to courses, and configure module-level quizzes that appear after the training media has been viewed. This flexibility allows mills to deliver training in whatever format best suits their needs.

Documents

Administrators oversee all documents uploaded by users, such as First Aid certificates, equipment tickets, and other qualifications, as well as Vendor documents, such as Insurance and Incident documents. They can add, edit, delete, and view document details, ensuring that contractor records remain complete and up to date.

Millsite Training LMS Tour

Reporting

The Reporting section gives administrators clear visibility into training activity, communication history, and system-wide changes. These tools support audits, shutdown planning, compliance reviews, and daily operational oversight.



Reports Menu

The LMS generates a wide range of training reports, including daily activity, completed courses and modules, enrollment summaries, document status, and training readiness by course, trade, or vendor. Administrators can quickly retrieve the information needed for planning and compliance.

Emails

The email system includes a mail-merge engine for broadcasting personalized messages to selected users or the entire contractor population. Templates support reminders, shutdown notices, and targeted communication. All broadcasts are logged with timestamps and recipient lists for full auditability.

Import

Import tools allow administrators to bulk-load users and their training records or pre-enroll workers into required courses, streamlining large onboarding cycles.

Export

The Export function provides a complete dump of user and training data into a downloadable CSV file for analysis, integration, or long-term record keeping.

Event Logs

Every action taken in the system, logins, completions, uploads, broadcasts, and administrative operations, is recorded in the Event Logs, giving the mill full visibility into platform activity.

Change Logs

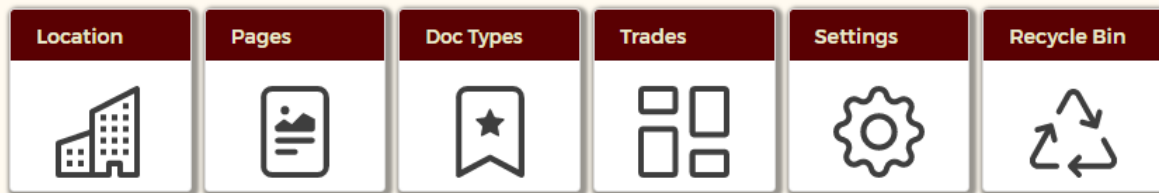
The Change Log tracks every modification to any field in any table, recording the original value, the updated value, and who made the change. Linked Event and Change Logs allow administrators to trace actions back to the exact edits performed, supporting accountability and transparent record-keeping.

Millsite Training LMS Tour

Configuration

The Configuration section allows administrators to shape how the LMS behaves, how information is presented, and how data is organized across the system. These tools give mills the flexibility to tailor the platform to their operations while maintaining full control over content, structure, and system behavior.

Configuration



Location

Administrators can update the mill's profile information, ensuring that site details remain accurate and consistent across the LMS.

Pages

The Pages editor provides a rich-text CMS for customizing content on more than thirty screens throughout the site. Administrators can update the Privacy Policy, Terms of Use, Login page text, Training Dashboard instructions, Vendor Admin Dashboard messaging, and other areas that require mill-specific guidance or frequently changing information.

Doc Types

This tool manages the list of document types available during user uploads in the Training Dashboard. Administrators can add, edit, or remove items to ensure the system reflects the certifications and documents relevant to their mill.

Trades

Trades can be added, modified, or deleted to match the categories used in user profiles and registration. This keeps trade classifications aligned with mill requirements and contractor roles.

Settings

Settings allow administrators to fine-tune system behavior. Options include enabling or disabling logins, sending nightly reports to designated email addresses, adjusting default table page lengths, and defining the training expiry threshold (60 days by default).

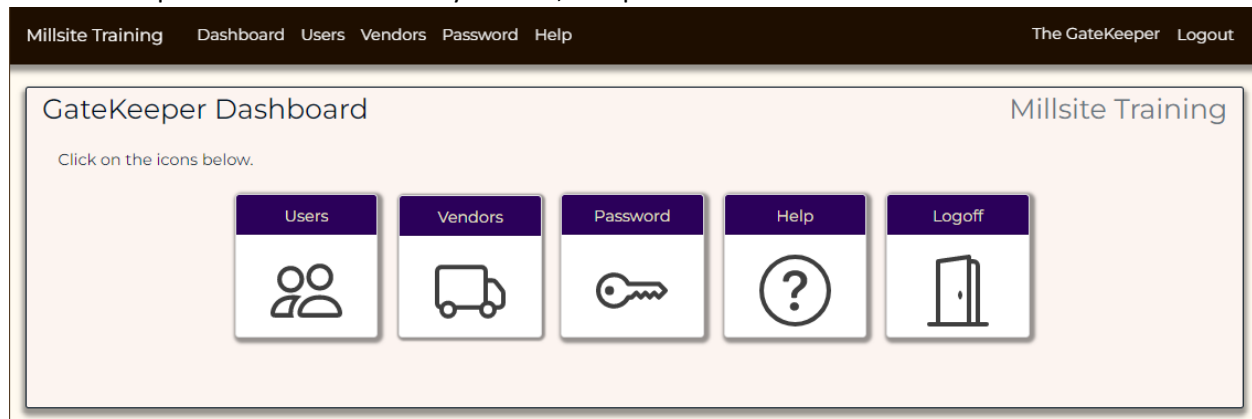
Recycle Bin

Deleted items are moved to the Recycle Bin, where administrators can restore them if needed or permanently remove them from the system. A Purge function is also available to clear all data outside the audit retention window—typically three years—helping maintain a clean and compliant database.

Millsite Training LMS Tour

The GateKeeper Area: Safety Training Checks at the Mill Gate

Some mills operate a physical gate that restricts access to the jobsite, while others rely on supervisors to verify training before work begins. The GateKeeper Area supports both approaches. It provides a fast, reliable way to confirm that contractors and visitors have completed the required training before entering the mill or starting work. Whether used at a staffed gatehouse or by supervisors in the field, the GateKeeper tools ensure that only trained, compliant individuals are cleared for access.



Users

The Users screen displays a searchable list of contractors and visitors along with their training status by course. GateKeepers can filter the list by vendor or use the search box to quickly locate a specific individual. Full user details can be viewed, and basic profile edits can be made when necessary, helping gate staff resolve issues on the spot.

Vendors

The Vendors screen provides a list of contractor companies and their contact information. GateKeepers can filter the list using the search box, view vendor details, and update select fields when needed. This ensures gate staff always have accurate contact information for vendor supervisors and administrators.

Password

GateKeepers can update their own password through this screen, keeping their account secure and ensuring uninterrupted access to the verification tools.

Millsite Training LMS Tour

Conclusion

The Millsite Training LMS is more than a training platform, it is a complete, purpose-built safety and compliance system designed for the realities of mill operations. It brings contractors, vendors, supervisors, and gate staff into a single, unified workflow where training is clear, records are accurate, and access decisions are confident. Every part of the system, from the Training Dashboard to the Vendor Admin Area, from Reporting to Configuration, from GateKeeper to the Administrator tools, works together to eliminate friction, reduce liability, and ensure that every person who steps onto the mill site is prepared, qualified, and accountable.

This is training without guesswork. Compliance without chaos. Access without uncertainty.

It is a platform built for mills that take safety seriously and for contractors who take pride in doing things right. Whether you're managing a shutdown, onboarding a new vendor, verifying a certificate at the gate, or customizing the system to match your mill's operations, the LMS gives you clarity, control, and confidence at every step.

Safety is not a checkbox. Training is not an afterthought. And your mill deserves a system that treats both with the respect they demand.

The Millsite Training LMS is ready. Your contractors are ready. Your mill is ready.

Let's raise the standard — and keep your site safer, smarter, and stronger than ever.

