Labor Codes

When to Use	Trainer	Trainee
Pick	**PAMB**	**PIKTR**
Stow	**SPSA**	**STWTR**
Pack	**PACKAM**	**PAKTNG**
Receive	**RAMB**	**RSVTR**
Ship Dock	**SAMB**	**SHPTR**
ICQA	**ICQAIC**	**ICQATR**
OB PIT	**PPITTR**	**PPITTG**
IB PIT	**SPITTR**	**SPITTG**
End of Training	**ISTOP** & **MSTOP**	**ISTOP** & **MSTOP**

Labor Tracking

Begin Labor Tracking

1. Log into scanner
2. From home screen, type "**129**" and hit **Enter**
3. Enter CALM code and hit **Enter** or scan CALM code badge if available
4. Scan all associates to be labor tracked, ensuring their name appears on screen
5. Touch **Ok** on screen to complete

Stop Labor Tracking

1. Log into scanner
2. From home screen, type "**129**" and hit **Enter**
3. Enter **ISTOP** and hit **Enter** or scan **ISTOP** code badge if available
4. Scan all associates to be stopped, ensuring their name appears on screen
5. Touch **Ok** on screen to complete
6. Repeat steps 3-5 using the **MSTOP** calm code instead

Umbrella

Search Course

1. Enter GSO1
2. Search Class
3. Click "Select"

Add Trainees

4. Click "Add Trainee"
5. Scan AA's Badge/enter AA's login
6. Click "Add"
Repeat these steps for every AA being trained

Training

7. Click "Launch Training"
****Always open any links in the module in a **seperate tab/window******
8. When current section is finished, click "Complete"
9. Umbrella will load the next section (if any)
Repeat these steps until Umbrella instructs you to return to dashboard

Complete Course

10. Ensure all AA's have a **green checkmark** beside their name
11. Click "Remove All Trainees"
12. Ensure all AA's have been removed

FAQs

When do I labor track?

-Beginning of class
-After AA's lunch

What if someone leaves early?

-Make sure to remove them from the umbrella training
-Inform learning trainers on shift