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This guide provides step-by-step guidance for users of The Humantech System.

**System Requirements and Logging into The Humantech System**

**Step 1:** Review requirements and language availability in the Humantech Software Information sheet.
Step 2: Log into The Humantech System using your company email and the password provided by your Humantech contact (first-time logins), or the password you set. To reset your password, select Forgot your password? on the login page.

Accessing e-Learning and Resources

Step 1: Select Learn > My Training to access e-learning modules.
Modules 0 through 6 are recommended for Administrators and Editors. E-learning statuses, scores, and completion dates display as modules are completed. For more information about the module topics and their length, scroll over the module titles.

**Step 2:** To review relevant product updates, product reviews, and quick tips, select **Learn > Resources** or **Learn > Videos**.
Performing Job Analyses

Step 1: Select Do > All Job Assessments to review and add assessment data. To directly add new assessments, select Do > Add Job Assessment from the home page or select the Add Job Assessment button on the All Job Assessments page.
Step 2: Add new job assessment data (required fields are marked with *). Use the Location icon to select a job location. You can add detailed job information and tasks in the Description field. Then select the Save button.
Step 3: From the job assessment page, select **Qualitative Analysis** and complete relevant analyses.
Step 4: From the job assessment page, select **Quantitative Analysis** and complete the BRIEF™ Survey and additional relevant analyses.
Step 5: Select the **Add Media** button to add related photos and videos. (Review acceptable formats, sizes, and counts for photo and video files.) From the Media Gallery, edit photos, add captions, and reorder media files as needed.
Step 6: Add relevant **Notes** and **Files** as needed.

Step 7: Select **Direct Causes** to add related direct causes to your job analysis.
Step 7: Select **Improvements** to add related improvements to your job analysis. Type an **Improvement Title** and select **Add**, or press **Enter** to add detailed improvement information. Select the “paper” icon to add improvement details. Complete relevant improvement details and select **Save**.
Step 8: For select improvements, optional Return on Investment (ROI) calculations are available; select the ROI checkbox and complete the details. Add relevant Notes and Files relating to improvements as needed.
Performing Projected Analyses

Step 1: Select **Projected Analysis** from the navigation pane. Complete projected analyses (Quantitative and Qualitative) for one or more improvements. Add related **Notes** and **Files** as needed.
Step 2: View and save the Projected Summary in the Files area. Reset data and perform additional Projected Analyses as needed.
Performing Follow-up Analyses

When improvements are complete, perform a Follow-Up Analysis. Complete both Qualitative and Quantitative Analysis and add related photos of the improvement.
Using the Manage Section

Review reports and metrics for location or company-wide data using the Manage section. Each chart links to relevant reports in The Humantech System.

Dashboard – Provides an overall view of the location or company.
**Job Assessment Summary** – Provides detailed job assessment charts and data. Tabular data can be extracted in a CSV or Microsoft Excel format.
Improvement Plan Summary – Provides detailed improvement charts and data. Tabular data can be extracted in a CSV or Microsoft Excel format.

Direct Cause Summary – Provides detailed direct cause charts and data. Tabular data can be extracted in a CSV or Microsoft Excel format.

Red flags mark overdue improvements; you can edit them using the “paper” icon.
Return on Investment Summary – Provides detailed Return on Investment charts and data when completed. Tabular data can be extracted in a CSV or Microsoft Excel format.

Scorecard – Provides detailed data at a single or multi-location level. Select Next or All in the location picker to compare locations. Tabular data can be extracted in a CSV or Microsoft Excel format.
**Risk Reduction Index** – Provides dynamic risk reduction metrics and charts based on an annual goal. Data is reset each year.

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