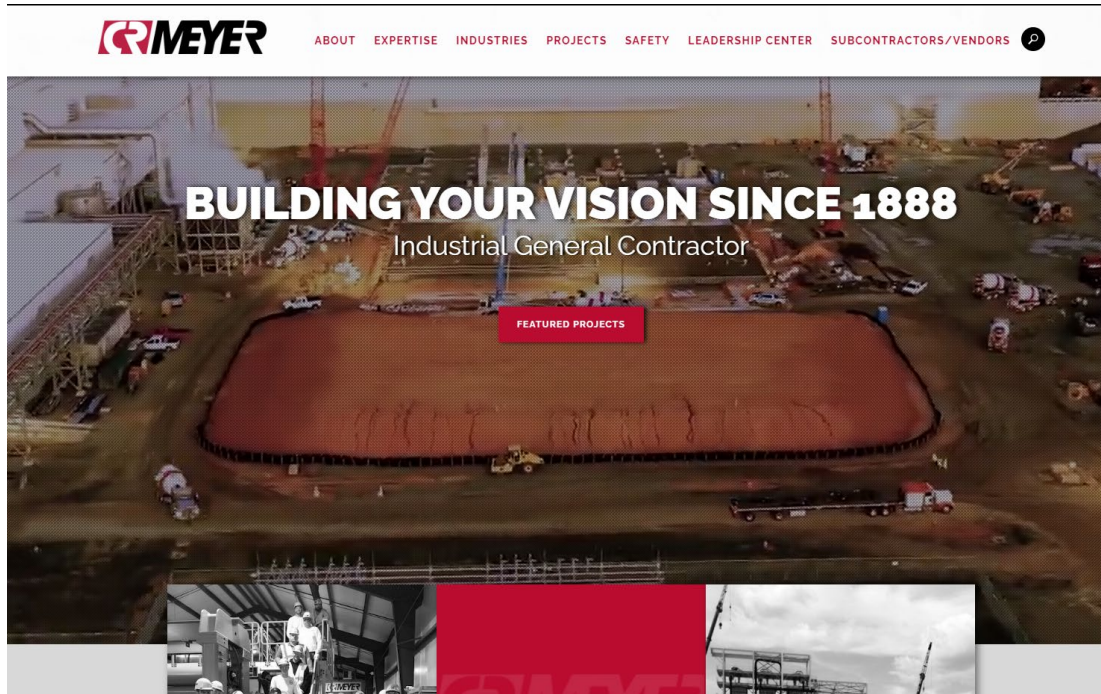


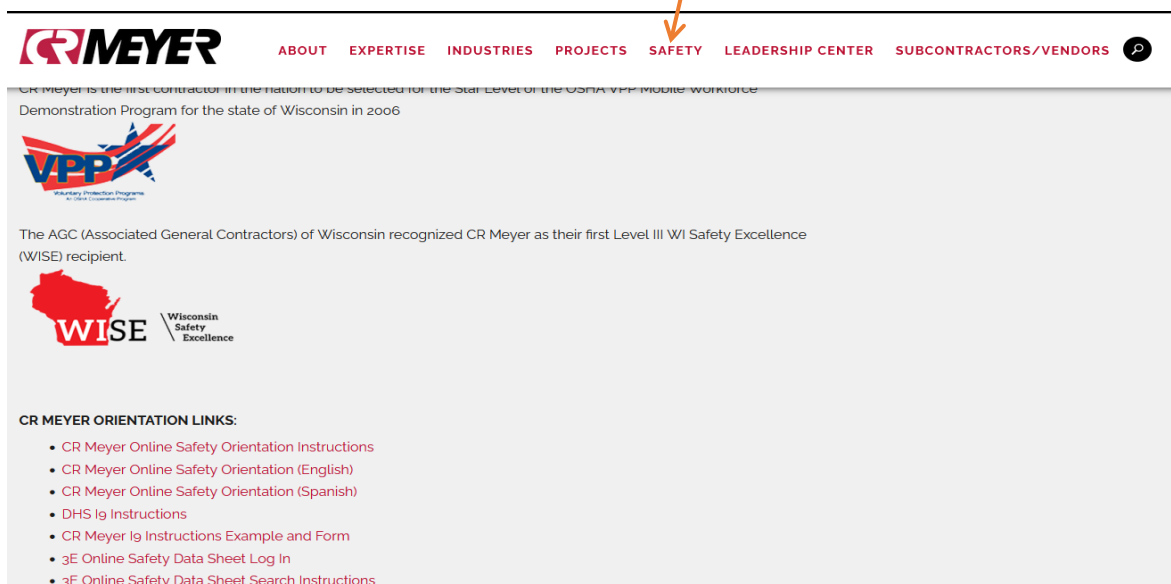
Instructions:

Employee Orientation

1. Orientation Locations:
 - a. The orientation can be found on the CR Meyer Website: www.crmeyer.com
 - i. "Click" **Safety** at the top of the page.




- b. Scroll down the page. When you reach the heading: "CR Meyer Orientation (English)." Click on the link for **English OR Spanish**.



2. The Guestbook:

- a. This page gathers employee information for later recordkeeping.
- b. Information used in reporting is for Viewpoint.
 - I. Please fill in each blank accurately (check spelling) and “click” the submit button.
 - II. If there is an asterisk next to the blank field, it must be filled out.
- c. For the State and Occupation field, click on the down arrow and scroll down to find the appropriate field entry.
- d. If the employee enters an e-mail address, the certificate will also be e-mailed to the email address provided in the guestbook field. (Note: if you log on again, you must enter all info again, including your email). If you do not have an email enter trainingrecords@crmeyer.com

Guestbook



The author of this presentation needs the following information about you. In order to get proper credit for completion, it is very important that you complete and review the following. If you are using an auto-fill feature on your computer, please carefully review the entries before clicking submit.

Click Submit when you have entered the requested information.

First Name *	Last Name	Email *	Middle Name *
Last Name *	Address *	City *	State * ▼
Zip Code	Last 4 Digits(S.S.#) *	Occupation * ▼	

Submit

3. Employee Orientation:

- a. The presentation will launch as seen below.
- b. On the left side, you will notice the topic headings.
- c. The completion criteria must be met (turn **green**) before a completion certificate will be generated and emailed.



4. Presentation Navigation:

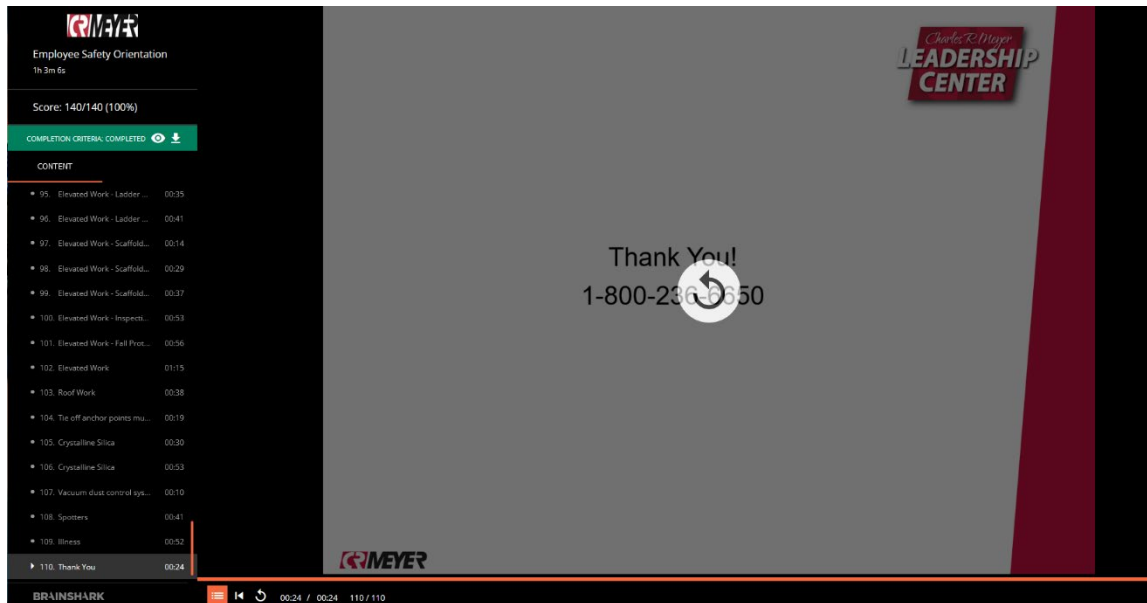
- a. Play and pause control buttons are at the bottom of the screen.
 - i. Keep in mind that if you pause for too long, the program will shut off and you will need to start over. Completion criteria will not be met.
 - ii. Listen to each slide carefully.
 - iii. Play, pause and volume controls are highlighted in the **red** boxes below.

5. Completing questions:

- a. An employee must complete and answer all 14 questions correctly. If an employee fails to answer a question correctly after the allotted number of attempts, completion criteria will not be met= No Certificate.
- b. Employees will have 5 attempts to answer each question correctly.
- c. DO NOT CLICK THE SKIP BUTTON WHEN A QUESTION IS ANSWERED INCORRECT. YOU WILL NEED TO START THE PRESENTATION OVER.

6. Completion Certificate:

- a. Once you have met completion criteria you will be e-mailed the certificate of completion.
- b. Bring the certificate of completion with you to the jobsite.



7. Completion Certificate:

- a. Employees need to print the certificate of completion OR bring the e-mail to of the certificate of completion to the jobsite and show your supervisor.
- b. It is expected that verification of the Certificate is brought to the jobsite by the employee.
 - i. Supervision is to turn in the certificate with weekly paperwork to be filed in the employee personnel file in (Oshkosh or Regional Office)
 - ii. Photos of certificates can also be turned into trainingrecords@crmeyer.com

8. Close the Content settings screen:

If you have any questions about this orientation, please contact a CR Meyer Safety Professional.

Mike Warren (484)-354-6331

Matt Jeanquart (920) 312-2469

Travis Proksch (906) 241-3956

Josh Tipton (920) 252-5601

If you are getting an error message that reads, “Error: The user of this presentation has not enabled mobile viewing.””

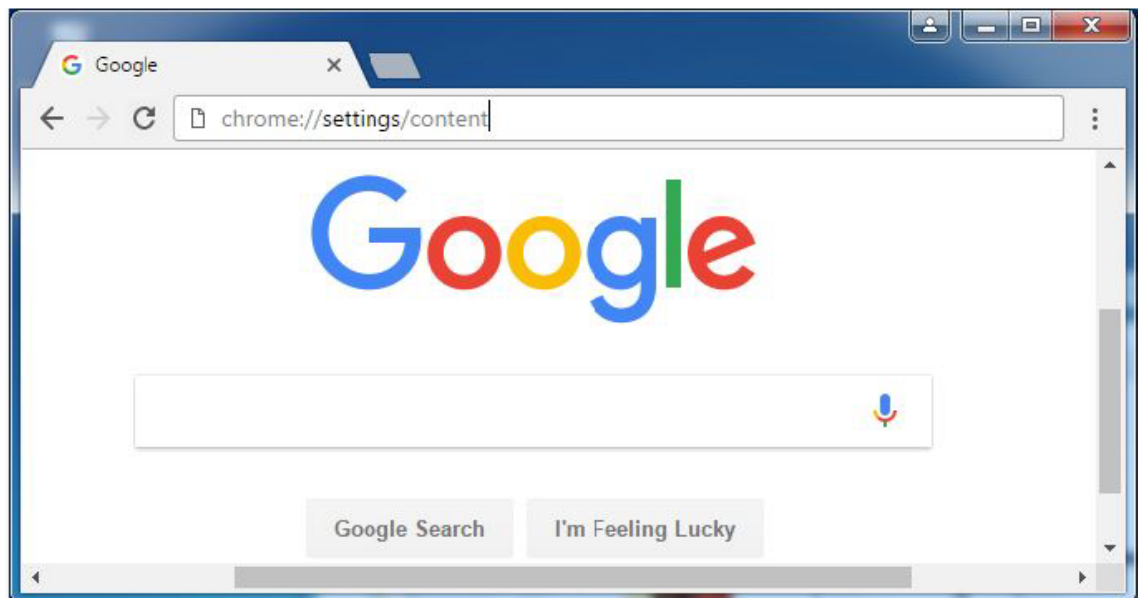
Please follow the next instructions.

Windows and Internet Explorer

1. You need to update your adobe flash player.
2. Go to www.google.com
3. In the search bar, type in adobe flash player update
4. Click on the link that says adobe flasher player download
5. Download the latest version of adobe flash player.

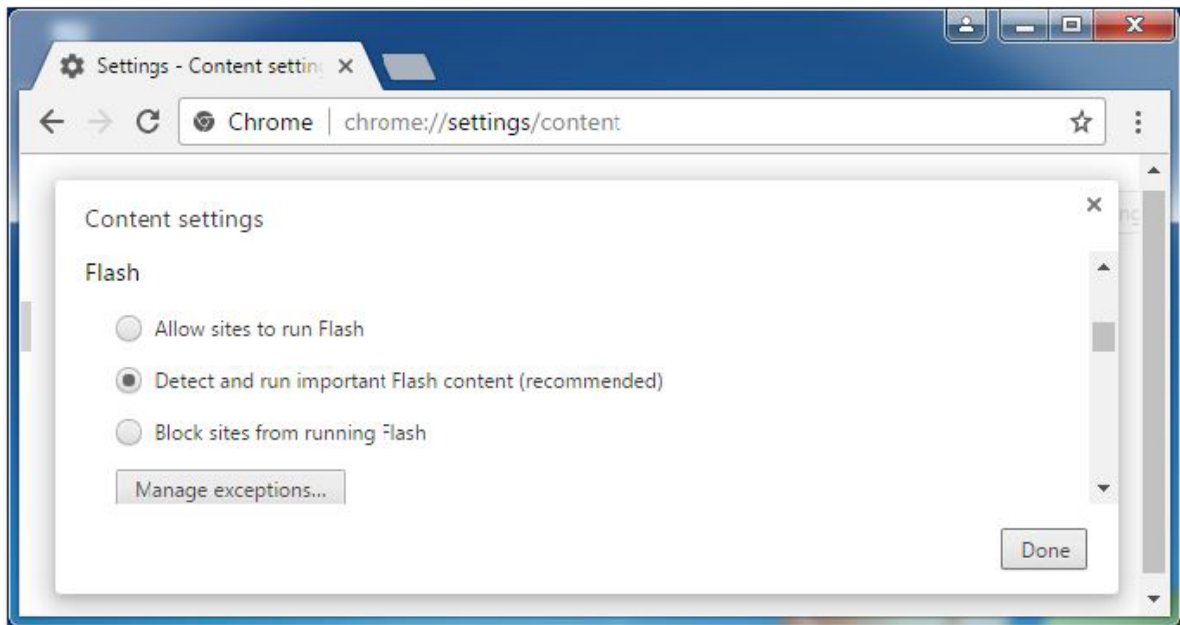
Windows and Google Chrome

1. In the address bar, type `chrome://settings/content`.



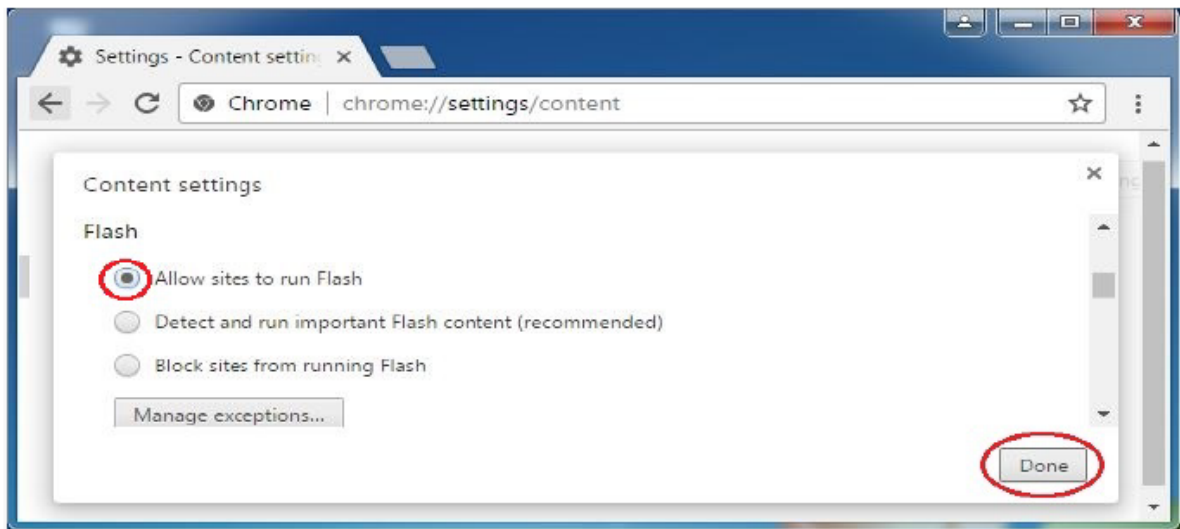
Type chrome://settings/content in the address bar

2. On the Content settings screen, find the Flash Player listing. Check the status.



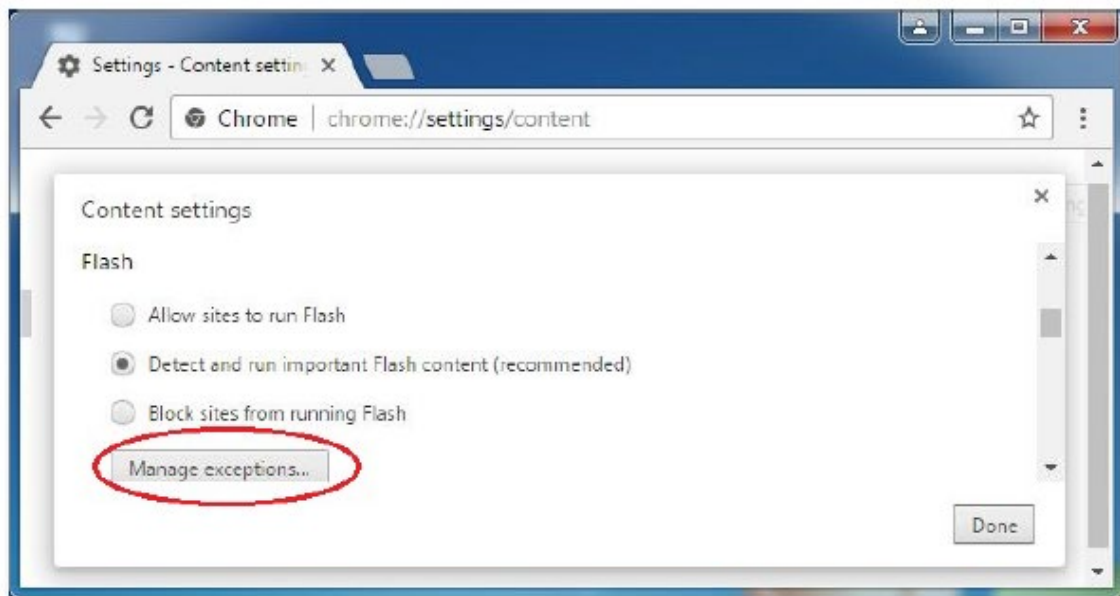
The Content settings screen

3. Select **Allow sites to run Flash**, and then click **Done**.



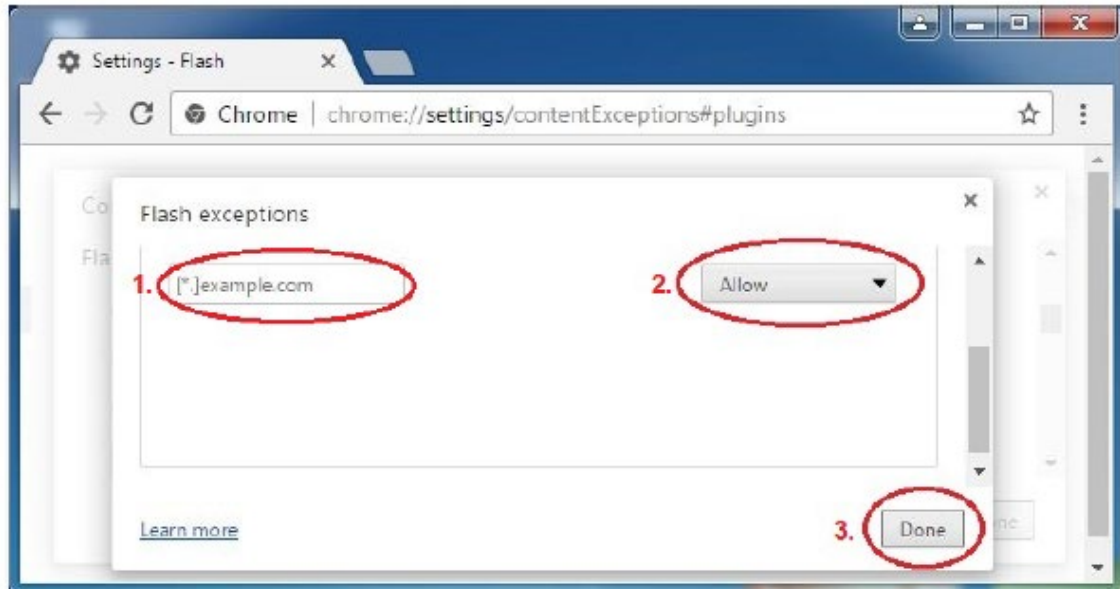
The Flash section of the Content settings screen

4. To manage flash Player settings by site, click **Manage exceptions**.



Click Manage exceptions to manage Flash Player settings on a per-site basis

5. On the Flash exceptions screen, enter the website domain and then choose Allow. When finished adding sites, click Done.



The Flash exceptions screen