

Safety Video Rental Plan

Administered by



Training Video Now Help Guide

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Logging In

TRAINER

To access Training Video Now go to <u>www.trainingvideonow.com</u>. If you have Trainer access, you were given a User Name and Password. Use both of these to sign in under the Trainer Login on the left side of the page.



VIEWER

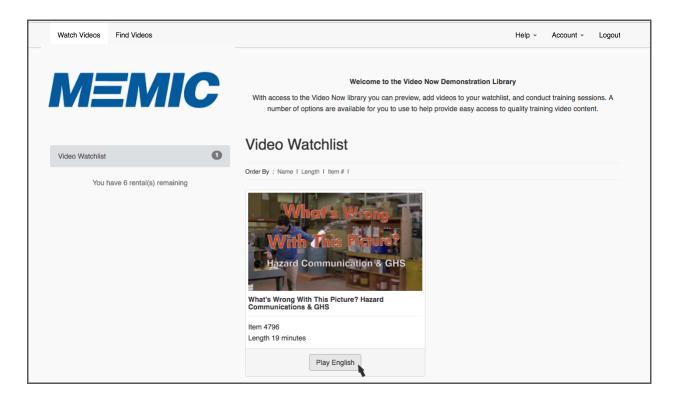
If you were given a Viewer Access Code (without a password), put that code in the Access Code field under Viewer Access on the right side of the page. If you are still having login issues, contact your supervisor to verify the access code.



Playing Videos

PLAY VIDEOS FROM YOUR WATCHLIST.

Launch any video in your Watchlist by clicking the Play button. If you have both an English and a Spanish version choose the language you want to view.



The video will open in a new tab where you can play full screen by double clicking the video area or the full screen icon on the right side of the control bar of the video player. You can also control the volume and if subtitles/captions are available you can turn them on and off.



Basic Trouble Shooting

If you are experiencing issues with playing video on this site please speak with your IT personnel.

The steps listed below should be reviewed with your Information Services personnel . We do not recommend making changes to your computers settings without speaking to your Information Services personnel.

This streaming video service will work with most recent browsers. The best browsers for video playback with Windows are: IE 11/Edge, Chrome (Google), Firefox (Mozilla) If you are not using the most recent version of these browsers the flash player plugin maybe required.

Javascript needs to be enabled. You also need to be able to access data sources across domains. Depending upon what the network or individual computer settings are, the following steps may be of use.

Internet Explorer

One: Check to see if javascript has been disabled. This website has a test to show if it is disabled and how to enable it if need be.

Two: In Internet Explorer add this site to the compatibility settings. See this page to add this site to the compatibility list.

Three: Cross Origin Access Denied:

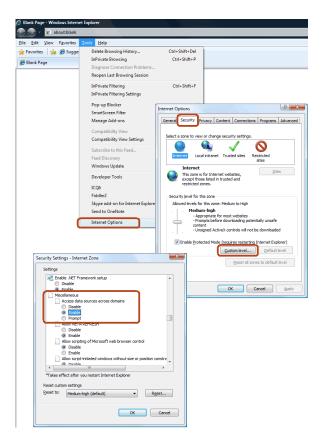
Step 1 – Launch Internet Explorer on your computer. Click the "Tools" drop-down list arrow on the toolbar, and then click "Internet Options."

Step 2 – Click the "Security" tab. Click the "Internet" icon, then click the "Custom Level" button. Scroll down to the "Miscellaneous" section of the list in the Settings pane.

Step 3 – Select the "Enable" option under the "Access data sources across domains" label in the Miscellaneous section of the Settings list. Click the "OK" button.

Step 4 – Click the "Apply" button, then click "OK" in the Internet Options window. Exit Internet Explorer and restart it.

Step-by-Step guide



Network Wide

If no computer on your same network can access the videos on this site then this may indicate that there is a network setting preventing access.

Cross Origin Access Denied:

Check with your Information Services personnel to see if CORS calls (cross origin resources) are being block.

Blank page or other error:

Check with your Information Services personnel to see if site accesses to trainingvideonow.com, jwpsrv.com, or content.jwplatform.com is being blocked by your network's content filter.

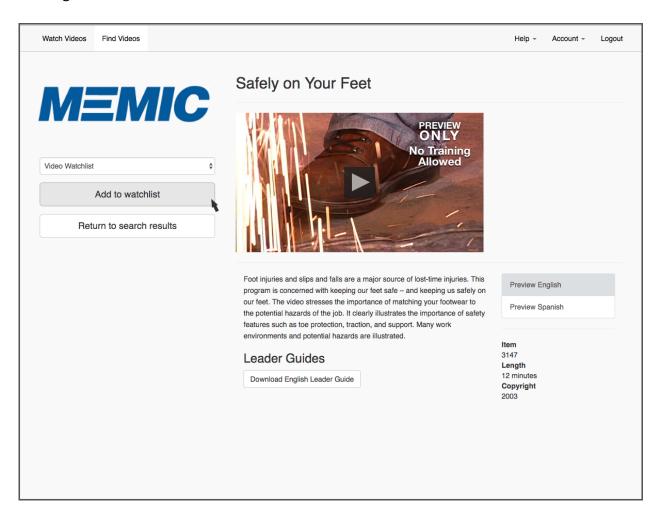
Adding Videos

FIND VIDEOS TO ADD TO YOUR WATCHLIST BY USING THE SEARCH TOOLS.

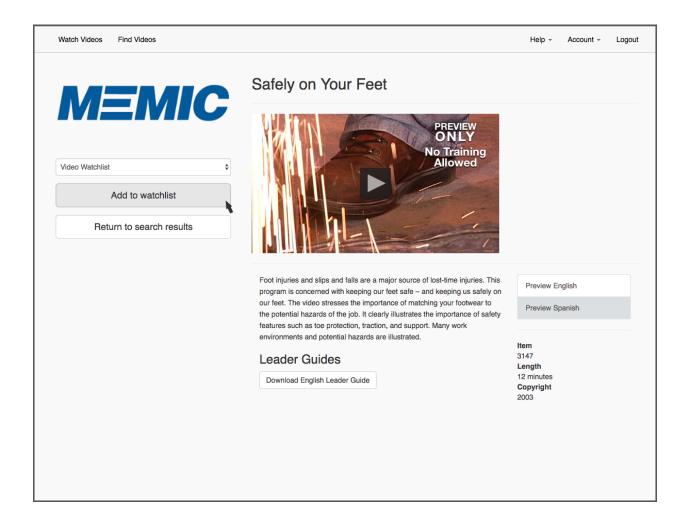
- Search on keywords in the search box
- Filter videos by category
- Find items that include Spanish versions
- Filter by length of the video

ADD A VIDEO TO YOUR WATCHLIST

By clicking the Add to Watchlist button the current video preview will be added to your Watchlist. If you have more than one Watchlist you can choose which list to use before clicking the Add to Watchlist button.



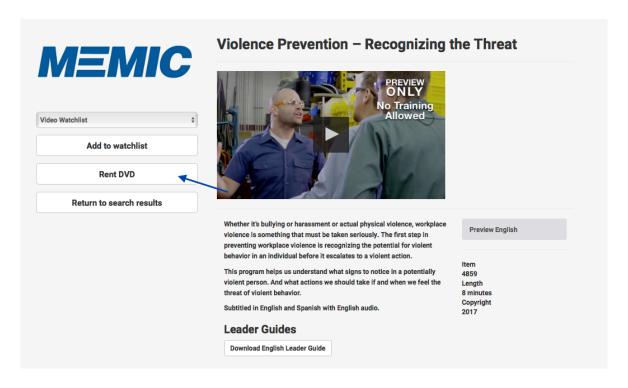
The English version is the default for previews and adding to your Watchlist. If a Spanish version is available click the Preview Spanish button. This lets you preview Spanish and will set the Spanish version as the version to be added to your Watchlist.

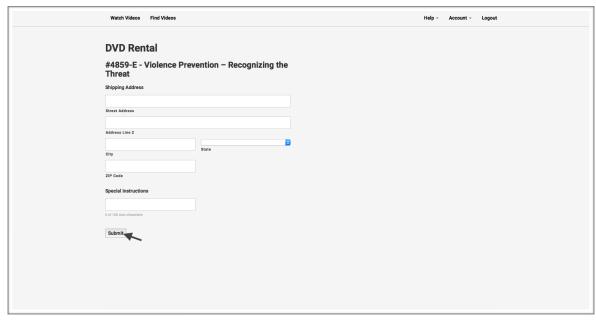


RENT DVD'S

By clicking Rent DVD you will be able to add a program to your cart and shipped to any address you designate.

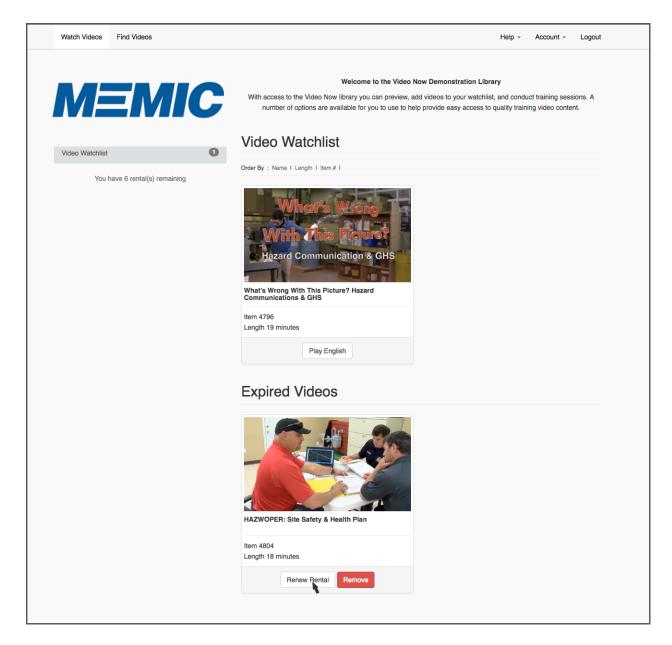
Type in the address where shipment is desired. If you add additional DVD's they will be shipped together.





RENTING EXPIRED VIDEOS

Videos that have passed the expiration date (the rental period) will appear at the bottom of your Watchlist. You can renew the video for another rental period, if you have available rentals, or you can remove the video from your Watchlist.



When you click the Renew Rental button you will be taken to the item page where you can add the video back on the Watchlist.

Using Watchlists

WATCHLISTS HOLD THE VIDEOS YOU HAVE SELECTED FOR VIEWING.

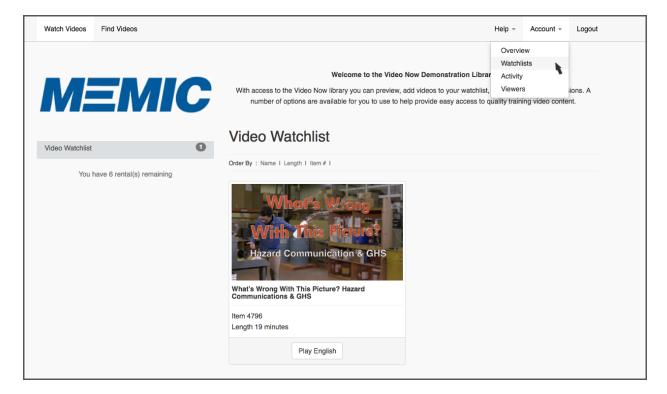
They provide easy access to the videos you need to play during a training session. You can add all your videos to one Watchlist or you can make more Watchlists to hold different groups of training videos.

Multiple Watchlists allow you to create groups of training videos. You can assign one or more Watchlists to Viewers, letting you control which videos your Viewers have access to.

(For information about Viewers see the help section on Managing Viewers)

CREATING WATCHLISTS

To create a Watchlist go to Account > Watchlists in the menu bar.



Click Add Another Watchlist.

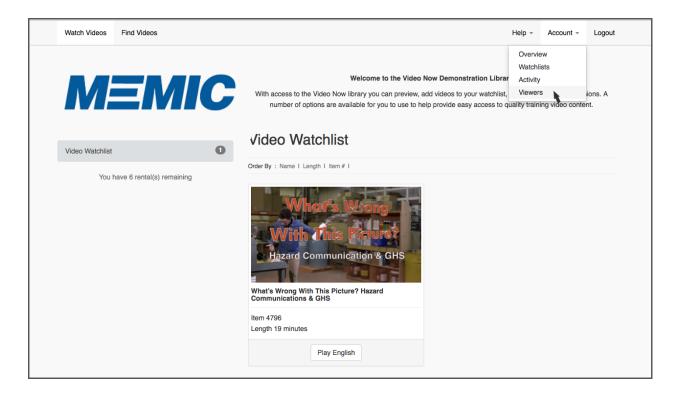


Add a Name to your Watchlist and click Create.



ASSIGNING WATCHLISTS

You can assign Watchlists to Viewers on the Viewers page. Go to Account > Viewers in the menu bar.



Click Edit next to the Viewer you want to modify.



Choose which Watchlists the Viewer should have access to.



Click Update Viewer to save the changes.



(For information on creating Viewers see the help section on Managing Viewers)

Managing Viewers

WHAT IS A VIEWER?

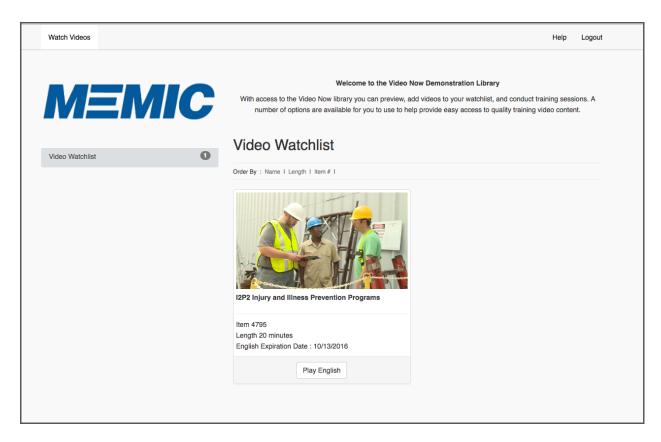
A Viewer is a special kind of access. Logging in with the Viewer Access Code allows that person to view the already selected videos. They can't browse videos or select videos when logged in with a Viewer Access Code. They can only play the videos selected by a Trainer.

You can use the Viewer Access Code to give employees access to the videos selected by a Trainer. You can have one Viewer Access Code for everyone to use or you can make Viewer Access Codes for as many people as you want to track. Each time a Viewer watches a video that information is logged in the Activity report.

You can also assign Viewers to Watchlists (groups of videos), so you can choose which videos the Viewer has access to.

(For information about Watchlists see the help section on Managing Watchlists)

VIEWERS ACCESS

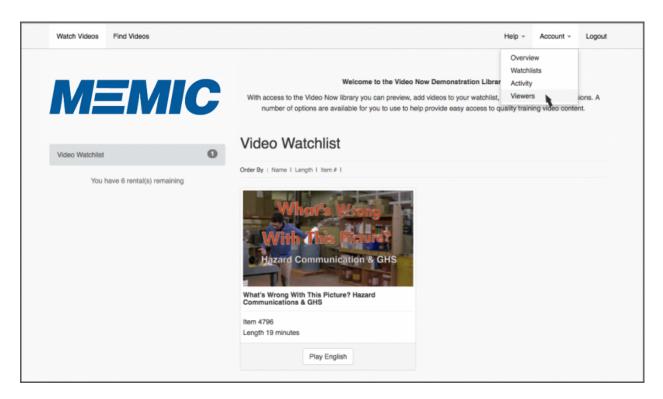


Viewers can only access the Watchlists you have assigned them. Viewers don't have the Find Videos menu. Viewers also can only see the help page on playing videos.

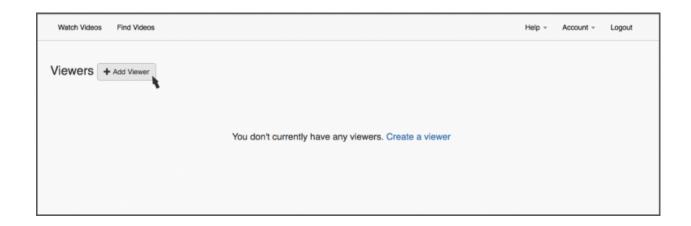
(see an example of the Viewer's screen below)

TO CREATE VIEWERS

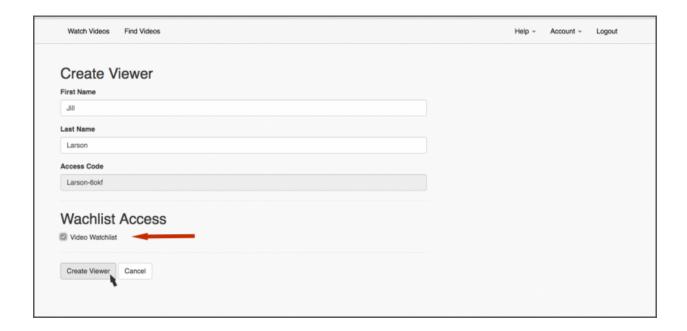
Go to Account > Viewers in the menu bar.



Click Add Viewers



Fill out the First and Last Name fields. Choose which Watchlists this Viewer will have access to and click Create Viewer. The Viewer Access Code will be auto-generated, you give this code to the viewer to use when logging in.

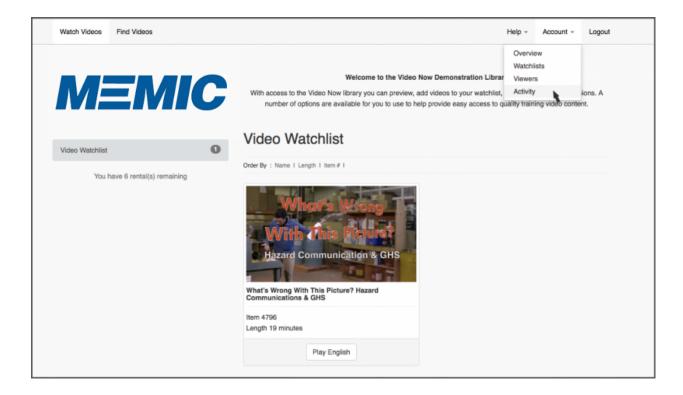


Activity Reports

ACTIVITY REPORTS TRACK ALL TYPES OF EVENTS.

You can tell who has played the videos you have assigned. You can also see when videos were added to Watchlists and by whom, as well as when Viewers where created.

To download the Activity Report go to Account > Activity in the menu bar.



Click on the Export All Activity button.

