



Starting and Stopping Safety Training Modules

Purpose

This toolbox talk explains how to start, pause, and return to safety training modules using the JotForm training platform. Understanding this process helps ensure training is completed correctly and documented accurately.

How Incomplete Submissions Work

JotForm allows a training module to be submitted before it is fully completed. This feature exists to allow flexibility when training cannot be finished in one sitting.

Minimum Requirement to Submit

Before a module can be submitted, the trainee must complete the required personal information fields. These fields are mandatory for any submission.

Submitting an Incomplete Module

Once the required personal information is entered, the trainee may submit the module even if the training content is not finished. This submission saves progress but does not count as completed training.

After You Submit

After submission, the trainee will receive an automatic email. This email includes an Edit Submission link. This link allows the trainee to reopen the same training module and continue where they left off.

Returning to Complete Training

To finish the training, open the email and click the Edit Submission link. All previously entered information will be saved. The module may be submitted and reopened as many times as needed until completed.

Key Expectations

Incomplete submissions do not meet training requirements.

All required training content must be completed for training to be considered finished.

Trainees are responsible for returning to and completing incomplete modules promptly.

Supervisors may follow up on incomplete training records.

Help and Resources

A short FAQ video demonstrating this process is available at the link below:

<https://vimeo.com/907043228/24432c026d?fl=pl&fe=sh>

Summary

The pause and resume feature supports real work conditions. Use it responsibly and ensure all training modules are fully completed to remain compliant.