



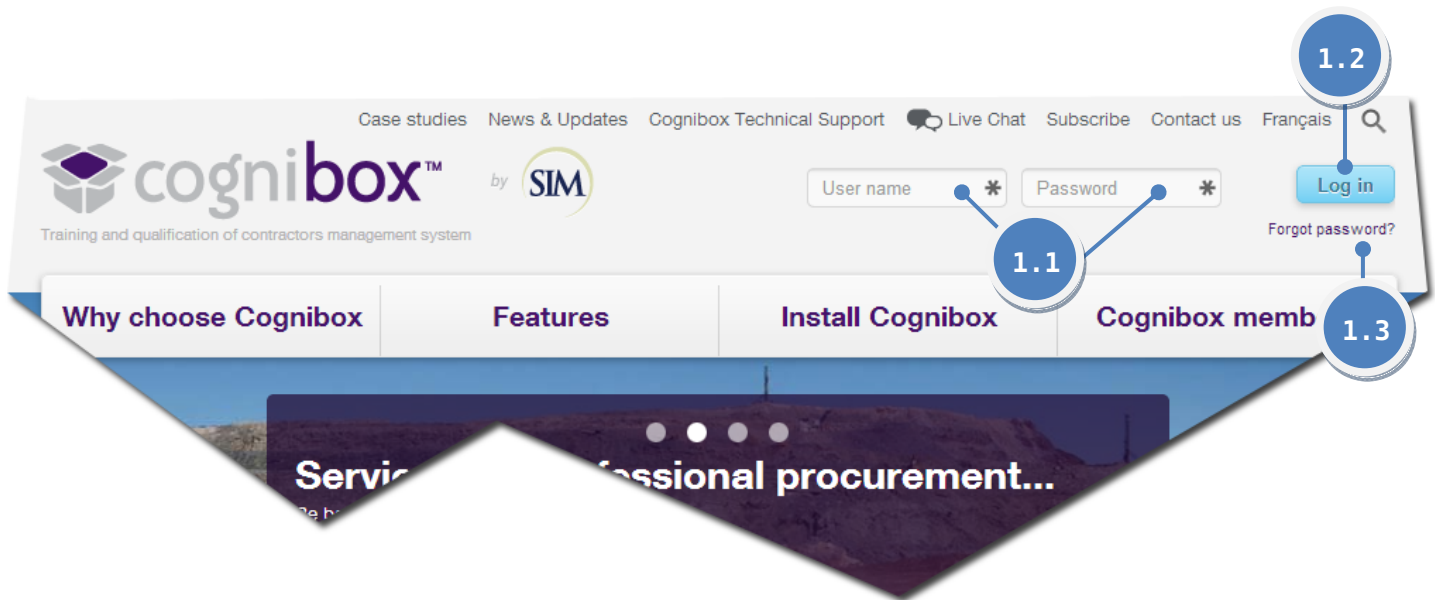
User.Guide.
.contractor.

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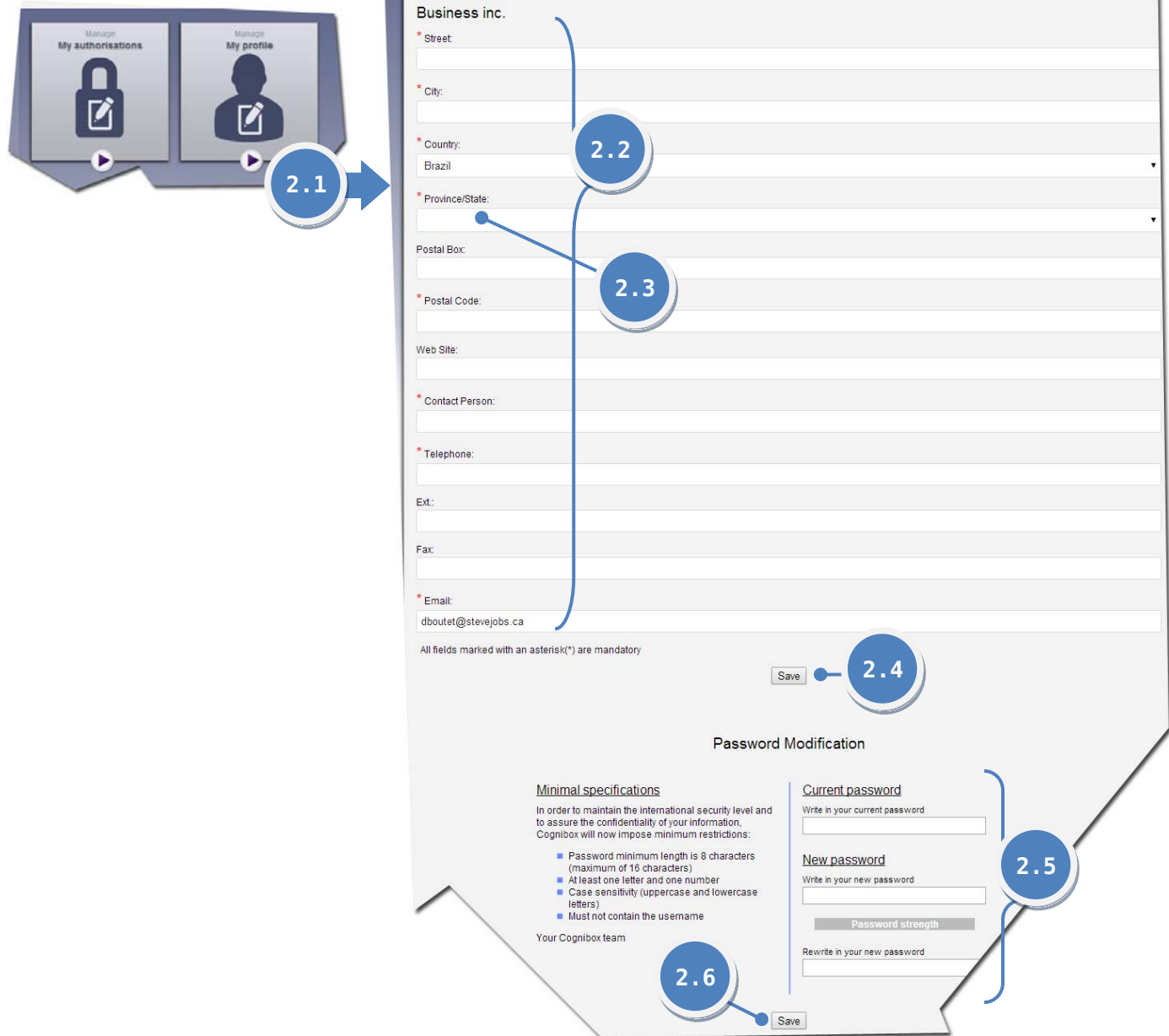
1. Logging in to Cognibox

Access **Cognibox** at <http://www.cognibox.com/>.



- 1.1 Enter your **username** and your **password** in the appropriate fields.
N.B.: *It is essential to include the username and password contained in the email you received at registration, as both fields are case sensitive. (You must comply with capital letters).*
- 1.2 **Log In:** *click to access Cognibox.*
- 1.3 **Forgot password?:** *click to retrieve your login information.*

2. Profile



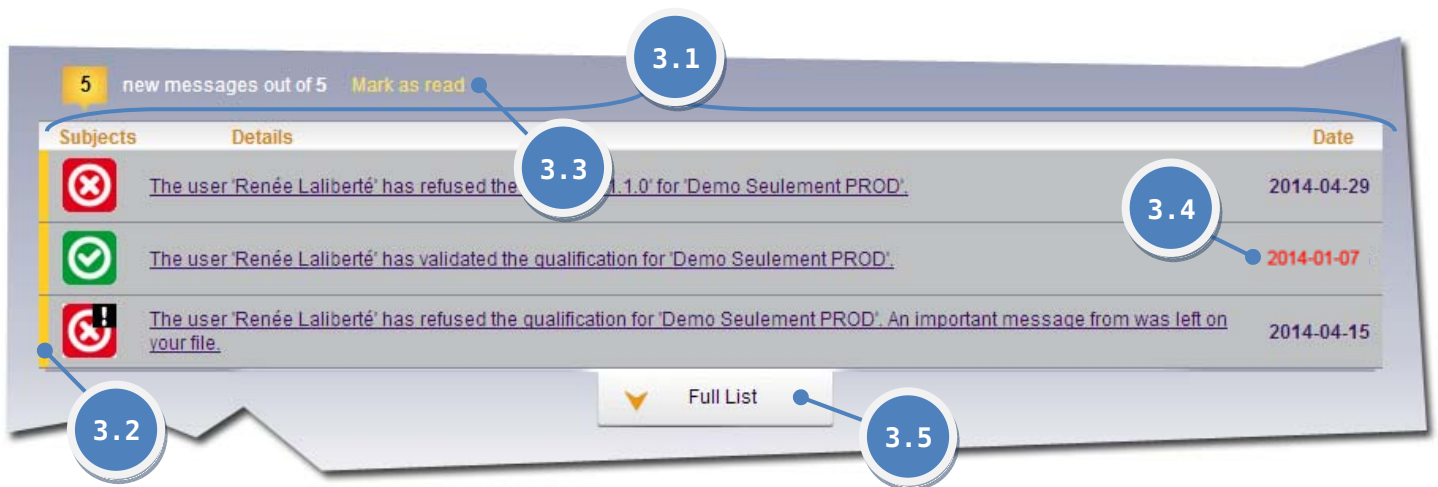
The screenshot shows the 'Profile Modification' form. On the left, there are two buttons: 'Manage My authorisations' (with a padlock icon) and 'Manage My profile' (with a person icon). A blue arrow labeled '2.1' points from the 'Manage My profile' button to the form. The form itself has a title 'Profile Modification' at the top right. It contains several input fields: 'Contractor's Name' (pre-filled with 'Business inc.'), '* Street', '* City', '* Country' (pre-filled with 'Brazil'), '* Province/State', 'Postal Box', '* Postal Code', 'Web Site', '* Contact Person', '* Telephone', 'Ext.', 'Fax', and '* Email' (pre-filled with 'dboutet@stevejobs.ca'). A 'Save' button is located below the email field. Below the form is a section titled 'Password Modification' which includes 'Minimal specifications' (password length, complexity, and no username), 'Current password' field, 'New password' field, 'Password strength' indicator, and a 'Save' button. Numbered callouts 2.2 through 2.6 point to specific fields and buttons: 2.2 points to the 'City' field, 2.3 points to the 'Province/State' dropdown, 2.4 points to the 'Save' button in the profile section, 2.5 points to the 'New password' field, and 2.6 points to the 'Save' button in the password section.

- 2.1 **Manage my profile:** click to manage your general information and your password.
- 2.2 Complete all the **fields** (fields with an * are **mandatory**).
N.B.: These fields are only displayed on your initial access to the system.
- 2.3 The **list of provinces or states** is only displayed if **Canada or United States** is selected.
- 2.4 **Save:** click to save changes to your profile.
- 2.5 **Password Modification:** these fields should only be completed if you want to change your password.
- 2.6 **Save:** click to save your new password.










- 2.7 **Navigation carousel:** click to access different Cognibox sections (*Cognibox Contractors, Cognibox GC, My authorizations, My profile*).
- N.B.:** The **Navigation** menu (*upper right corner*) has the same sections as the carousel + *Home* and *Logout*.
- 2.8 **Launch Cognibox Contractors:** click to access software functions (*Qualification, Employees, Work (ASET)*) (see sections 5 to 13).
- 2.9 **Message display area** (Cognibox activities and related news) (see section 3).

3. Display zone

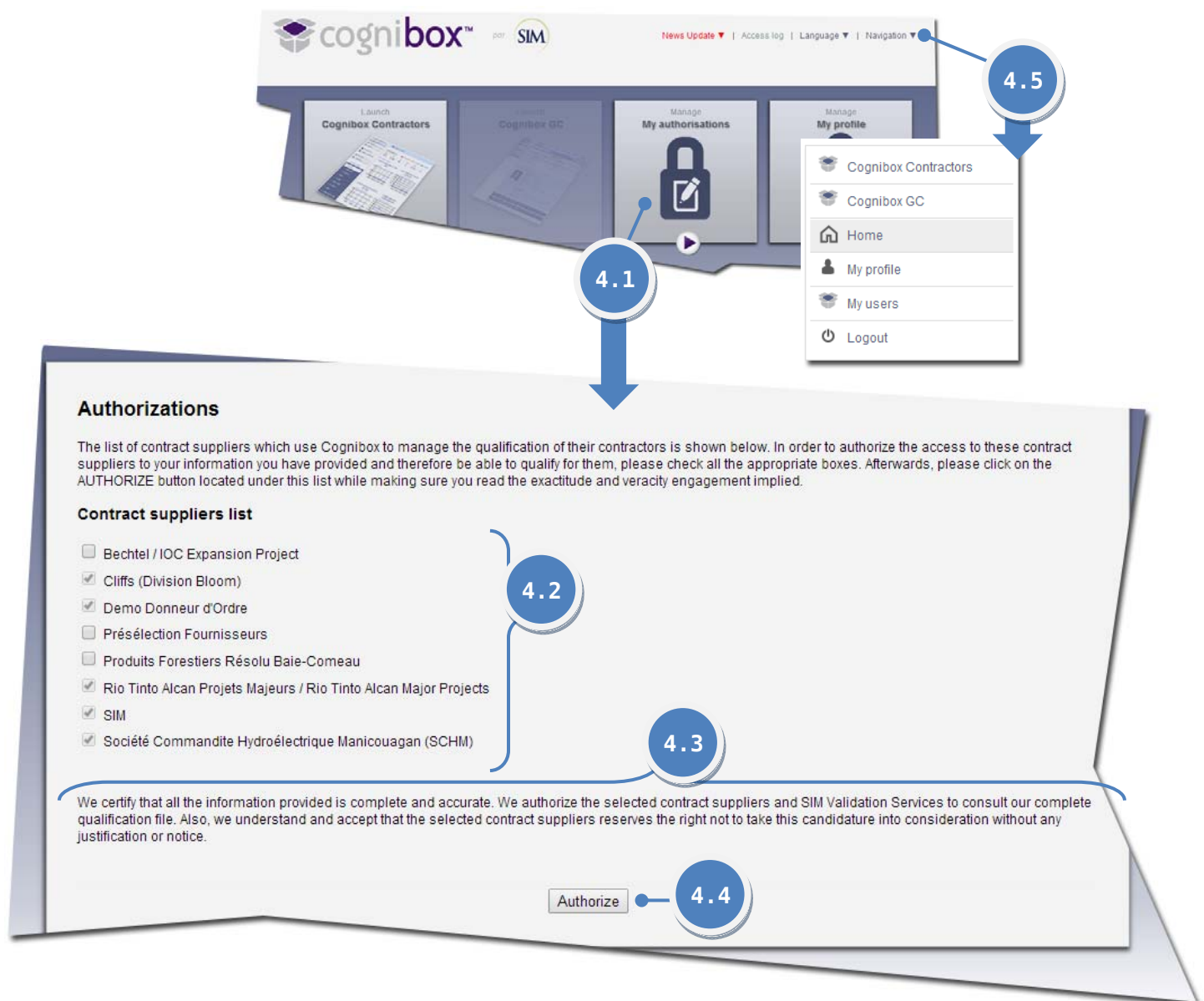


- 3.1 Display area for activities and news related to Cognibox (maximum of 3 messages displayed):
 - Comments regarding documents and qualification;
 - Application rejections and validations;
 - Rejected documents.
- 3.2 **Yellow marker:** indicates new message.
- 3.3 **Mark as read:** click to mark all messages as read (with no yellow stripe and counter reset to zero).
- 3.4 **Date in red:** indicates messages of the day.
- 3.5 **Full list:** click to display all messages.

Topics legend

-  Validation;
-  Validation with an important note to your file;
-  Rejection of your qualification with an important note to your file;
-  Rejection of your qualification;
-  Message;
-  Question rejected;
-  Action request.

4. Authorizations



Authorizations

The list of contract suppliers which use Cognibox to manage the qualification of their contractors is shown below. In order to authorize the access to these contract suppliers to your information you have provided and therefore be able to qualify for them, please check all the appropriate boxes. Afterwards, please click on the AUTHORIZE button located under this list while making sure you read the exactitude and veracity engagement implied.

Contract suppliers list

- ☐ Bechtel / IOC Expansion Project
- ☒ Cliffs (Division Bloom)
- ☒ Demo Donneur d'Ordre
- ☐ Pr  s  lection Fournisseurs
- ☐ Produits Forestiers R  solu Baie-Comeau
- ☒ Rio Tinto Alcan Projets Majeurs / Rio Tinto Alcan Major Projects
- ☒ SIM
- ☒ Soci  t   Commandite Hydro  lectrique Manicouagan (SCHM)

We certify that all the information provided is complete and accurate. We authorize the selected contract suppliers and SIM Validation Services to consult our complete qualification file. Also, we understand and accept that the selected contract suppliers reserves the right not to take this candidature into consideration without any justification or notice.

Authorize

- 4.1 **Manage my authorizations:** click to manage the list of contract suppliers to whom you have given authorization to view your information.
- 4.2 **List of contract suppliers** with whom you are registered. Select those to whom you want to grant authorization to access your information.
- 4.3 After reading **Pledge of Accuracy text ...** *it is **VERY IMPORTANT** to understand the implication of this pledge: to provide false data or documents results in the automatic exclusion of the offending contractor by the contract supplier.*
- 4.4 **Authorize:** click to save the information.
- 4.5 **Navigation Menu:** click to open the menu and browse within the application (see 2.7).

5. Identification

* The **Identification** tab must be completed first.

N.B.: This tab must be completed in full for the contract supplier to consider your application.



- 5.1 **Navigation Menu:** click to access designated Cognibox areas (*Cognibox Contractors, Cognibox GC, Home, My authorizations, My profile*) and leave the current session (*Logout*).
- 5.2 **Language:** click to select the language of the interface display.
- 5.3 **News Update:** downloadable documents in PDF format containing news about Cognibox.
N.B.: News written in red indicate a new release that the user has not read.
- 5.4 **Required:** indicates mandatory information.
- 5.5 **Qualification Status:** click to view this report (**see Appendix I**).
- 5.6 **Print questionnaire:** click to print the complete questionnaire.
- 5.7 **Employees (ST):** click to view employee OSH training (**see section 10**).
- 5.8 **Works (ASET):** click to manage your ASET and access work permits (**see sections 11 and 12**).

Which category best describes your operation?

Contractors and subcontractors

- ☐ Concrete, Masonry, Brickwork
- ☐ Railway
- ☐ Demolition
- ☐ Drilling, Excavation and Trenches
- ☐ Construction Contractor
- ☐ Utilities
- ☐ Electrical
- ☐ Glazing (Installation and Repair)
- ☐ Mining Exploration
- ☐ Erection of Structures
- ☐ Plumbing, Heating and Air Conditioning
- ☐ Painter
- ☐ Garage Door Overlays
- ☐ Insulation
- ☐ Cladding Installation
- ☐ Crane rental/operator
- ☐ Tunnelling
- ☐ Blasting
- ☐ Welding and Fabrication
- ☐ Pipe fitting/Gas fitting
- ☐ Siding
- ☐ Roofing
- ☐ Millwrighting
- ☐ Deep foundation
- ☐ Heavy Transportation
- ☐ Heavy Transportation/Forestry
- ☐ Forestry Contractor

Services

- ☐ Recovery, Treatment and Disposal of Waste
- ☐ Telecommunications
- ☐ Maintenance and Repair of Equipment
- ☐ Landscape Maintenance and Pest Extermination
- ☐ Housekeeping
- ☐ Filling Machines, Self-Serve and Shipping
- ☐ Industrial Cleaner
- ☐ Environmental Decontamination
- ☐ Heating System Maintenance
- ☐ Administrative Support
- ☐ Restaurant, Cafeteria
- ☐ Carriers and Tugs
- ☐ Workshop Equipment Maintenance
- ☐ Lifting Equipment Maintenance
- ☐ Professional, Scientific, Technical services in the Environmental Field

Suppliers

- ☐ Manufacturing
- ☐ Machining, tooling
- ☒ Distribution

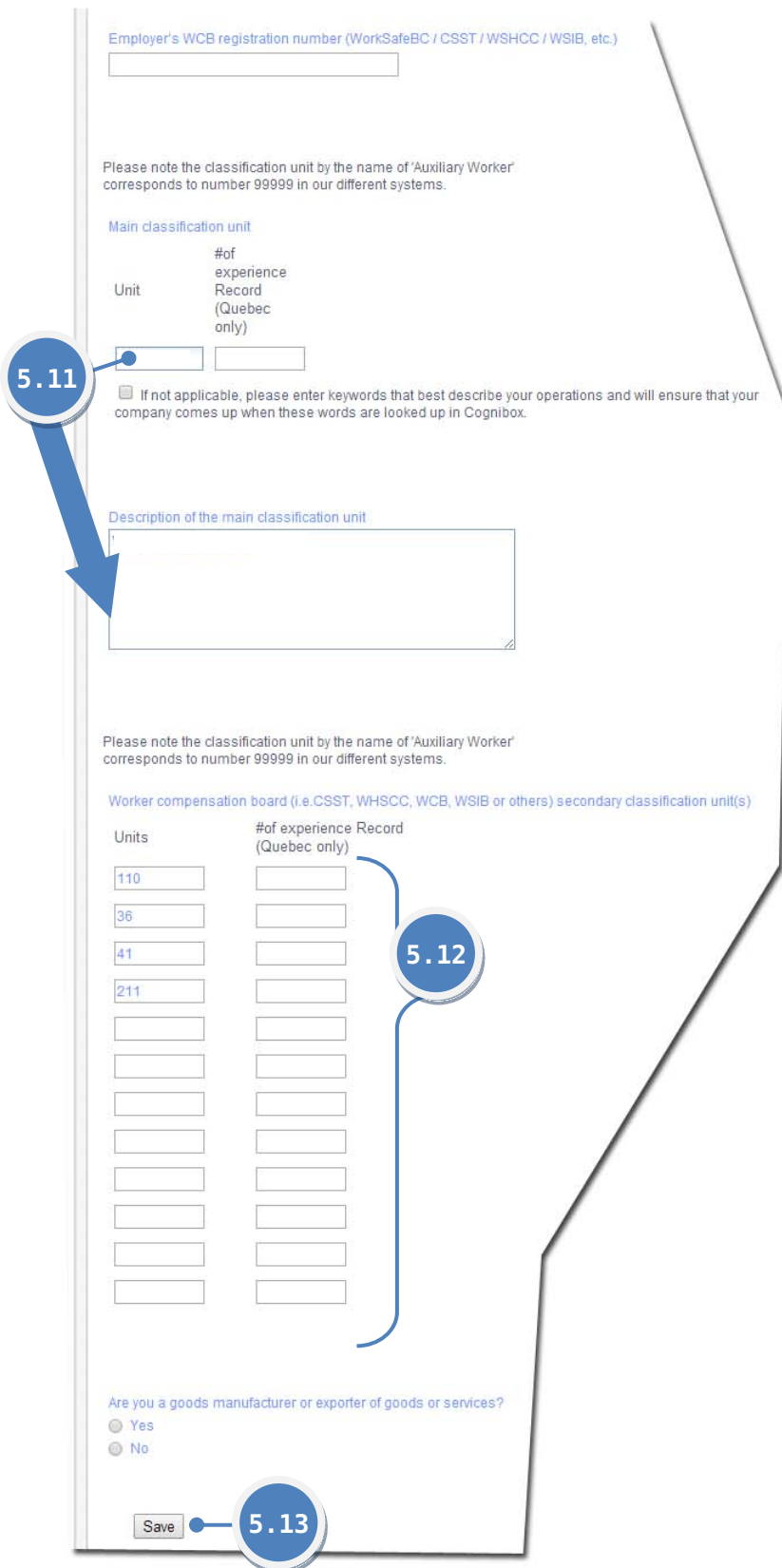
☐ Other :

5.9 From the list, select the **category** that best describes your business. You may only select one.

5.10 If the **category** for your business is not included in the list, select **other** and enter it in the corresponding field.

5.9

5.10



Employer's WCB registration number (WorkSafeBC / CSST / WSHCC / WSIB, etc.)

Please note the classification unit by the name of 'Auxiliary Worker' corresponds to number 99999 in our different systems.

Main classification unit

Unit	#of experience Record (Quebec only)
<input type="text"/>	<input type="text"/>

☐ If not applicable, please enter keywords that best describe your operations and will ensure that your company comes up when these words are looked up in Cognibox.

Description of the main classification unit

Please note the classification unit by the name of 'Auxiliary Worker' corresponds to number 99999 in our different systems.

Worker compensation board (i.e. CSST, WHSCC, WCB, WSIB or others) secondary classification unit(s)

Units	#of experience Record (Quebec only)
110	<input type="text"/>
36	<input type="text"/>
41	<input type="text"/>
211	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Are you a goods manufacturer or exporter of goods or services?

☐ Yes

☐ No

5.11 Entering your **classification unit** number will cause the **description** to be entered automatically in the dedicated field.

N.B. if the description is not automatically entered, please contact Customer Service.

5.12 Entering **secondary classification units**.

N.B. Please **do not enter N/A** in these fields if the question does not apply to your business.

N.B. Classification units must have been entered here in order to answer question 4.3.2 (see section 7.5).

5.13 **Save:** click to save your information.

6. Qualification Form: Start

- 6.1 From the drop-down list, select the contract supplier for whom you wish to complete the **Preselection/Qualification Form**.

N.B.: All contractors are assigned to the **General Preselection template** to enable them to position themselves in comparison with contract suppliers' requirements for major projects.



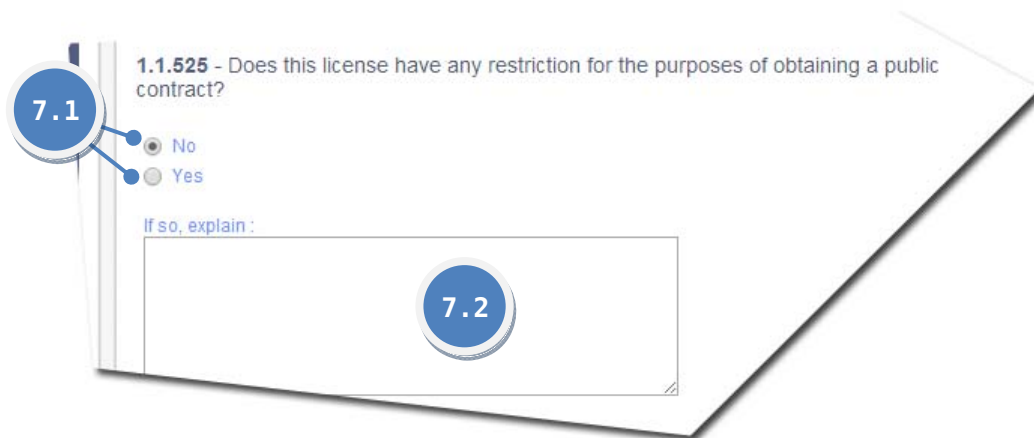
The screenshot shows the Cognibox Qualification Form interface. On the left is a sidebar menu with options: DASHBOARD, IDENTIFICATION, DOCUMENTS, QUALIFICATION STATUS, PRINT QUESTIONNAIRE, EMPLOYEES (ST), and WORKS (ASET). At the top of the sidebar is a blue bar labeled 'Présélection générale / General Preselection' with a hand icon pointing to it (callout 6.1). Below this is a dropdown menu showing 'Demo Donneur d'Ordre' with a green status indicator (callout 6.2). The main content area is divided into two panels. The left panel is titled 'Preselection / Qualification' and contains a list of sections: 1 The Company (callout 6.4), 1.1 General Information, 1.2 Financial Information, and 1.3 Insurance (callout 6.3). The right panel is titled '1.6 Procurement' (callout 6.5) and contains two sections: '1.6.100 - List your main sub-contractors/suppliers' with a large empty text area, and '1.6.150 - List your principal subcontractors' with a list of four numbered input fields (1, 2, 3, 4). A green status indicator is visible in the bottom right corner of the right panel.

- 6.2 **Coloured Indicator:** identifies the qualification status for the selected contract supplier (**green:** validated, **yellow:** pending, **red:** rejected).
- 6.3 The questionnaire will change according to the choice made in **section 6.1** (the list varies according to the contract supplier selected; this is why the numbering may jump).
- 6.4 **Start the questionnaire** by clicking the questions in **section 1**.
- 6.5 The **corresponding questions** are displayed in the right panel of the system.



You must complete all the questions in each section requested by the contract supplier. If a question does not apply to your business, enter **N/A** for **not applicable**. Be sure to click Save at the bottom of each page to avoid losing information when you change sections (see example in section 7.4).

7. Qualification Form: Answer



7.1 1.1.525 - Does this license have any restriction for the purposes of obtaining a public contract?

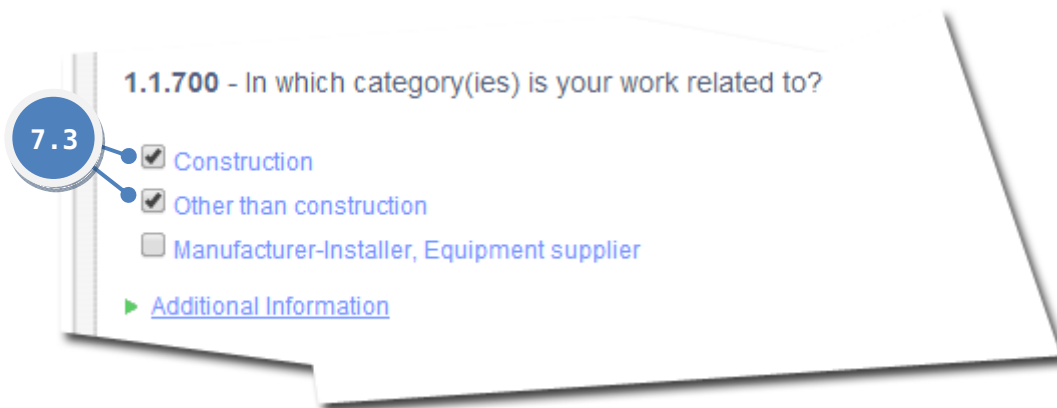
☐ No

☐ Yes

If so, explain :

7.2

- 7.1 **Radio buttons:** Allow only one selection
- 7.2 **Text box:** Enter or paste (Ctrl+V) desired text.



7.3 1.1.700 - In which category(ies) is your work related to?

☒ Construction

☒ Other than construction

☐ Manufacturer-Installer, Equipment supplier

► [Additional Information](#)

- 7.3 **Checkboxes:** Allow multiple selections.



7.4 Save

- 7.4 **Save button:** *be sure to click the **Save** button at the bottom of each page to avoid losing information when you change sections.*

4.3.200 - Indicate your personalized WCB (CSST, WHSCC, WorkSafeBC, WSIB or other...) rates, for the last years for which you have the information, for all the classification units appearing in the scroll down window.

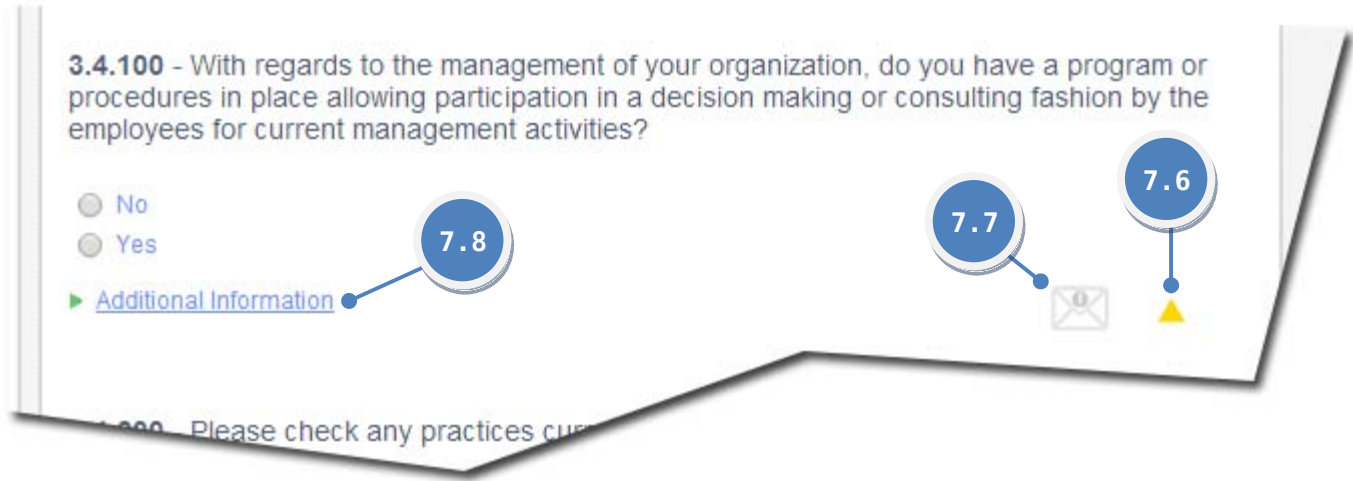
Please note the classification unit by the name of 'Auxiliary Worker' corresponds to number 99999 in our different systems.

Classification unit 36 7.5

	2011	2012	2013	2014
Personalized or Net Rate	1	2	2	3
Unit Rate or Base Rate	3	3	3	33
Ratio	0.333	0.667	0.667	0.091
Short term risk factor (Quebec only)	3	3	3	3

- 7.5 Drop-down List and table:** select a **classification unit** from the drop-down list and enter the corresponding data in the adjacent table. Repeat the operation for the other units for which you have information. When you move to a unit for which no data have yet been entered, the table becomes blank while keeping previously entered data in memory. However, be sure to click the **Save** button at the end of the session to ensure all your changes are saved. ***It is very important to fill in all fields and all years.***

N.B.: The units must have been entered previously in the **Identification** section in order to complete this question (see section 5.12).



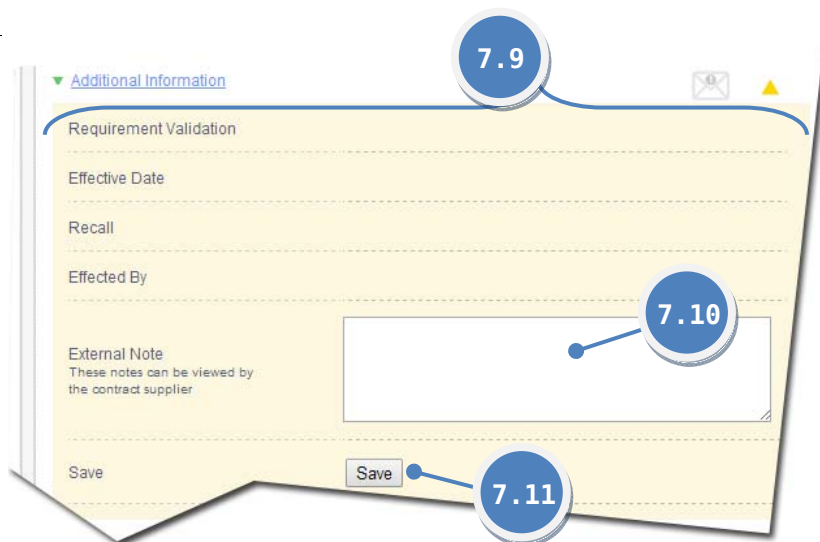
7.6 **Validation Indicator** showing the validation status of the corresponding question:
▲ Pending validation ● Validated ■ Rejected

7.7 **Message indicator:** will turn green when there is a message available for this question.

7.8 **Additional information:** click to open the information area and access messages.

N.B. This feature is not displayed in the General Preselection template.

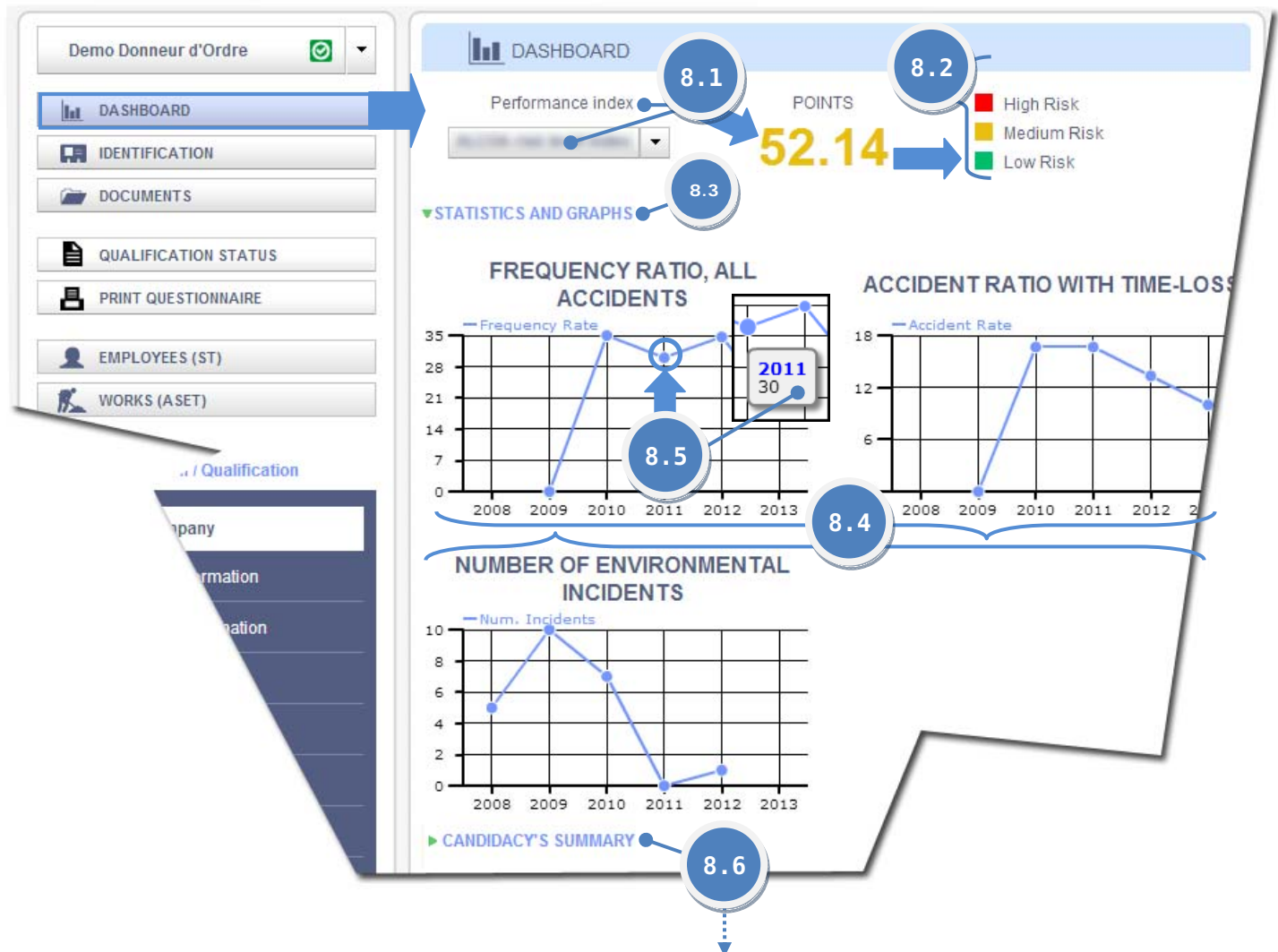
7.9 **Validation information:** presentation area for validation information issued by a contract supplier for each question on the form.



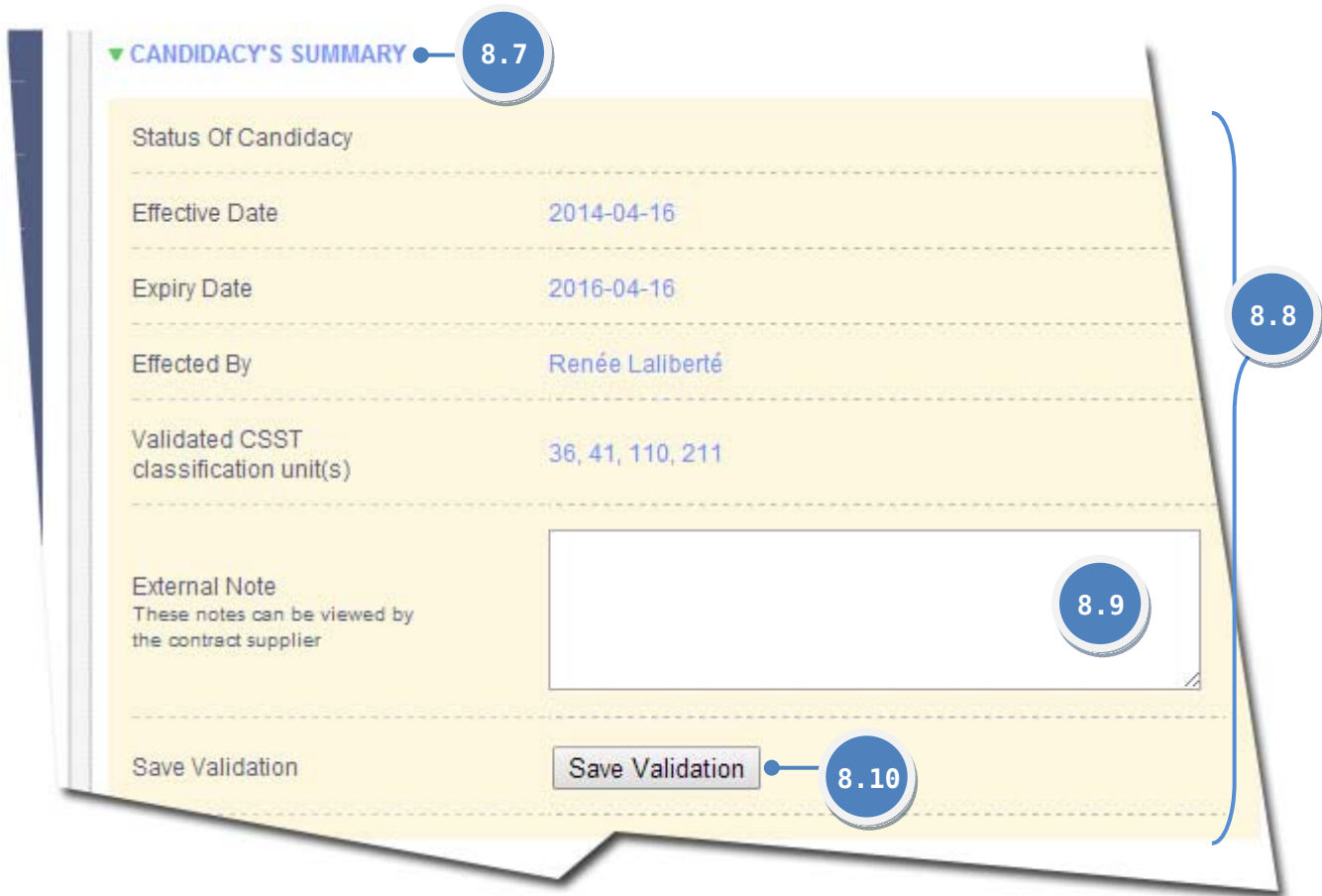
7.10 Input area for **notes** to or messages from the contract supplier.

7.11 **Save:** click to save the validation.

8. Dashboard



- 8.1 **Perspective:** select a perspective for which you want to know your score.
- 8.2 **Validation status:** the legend shows, according to the score colour, the validation status for the selected view.
- 8.3 **Statistics and graphs:** click to open the results and figures area (*click again to close*).
- 8.4 **Graphic presentation** of results in accordance with the data you submitted.
- 8.5 **Value of a point:** position the mouse over a graph point to see the value.
- 8.6 **Candidacy's summary:** click to view the data (**see sections 8.7 to 8.10**).



▼ **CANDIDACY'S SUMMARY** 8.7

Status Of Candidacy	
Effective Date	2014-04-16
Expiry Date	2016-04-16
Effected By	Renée Laliberté
Validated CSST classification unit(s)	36, 41, 110, 211

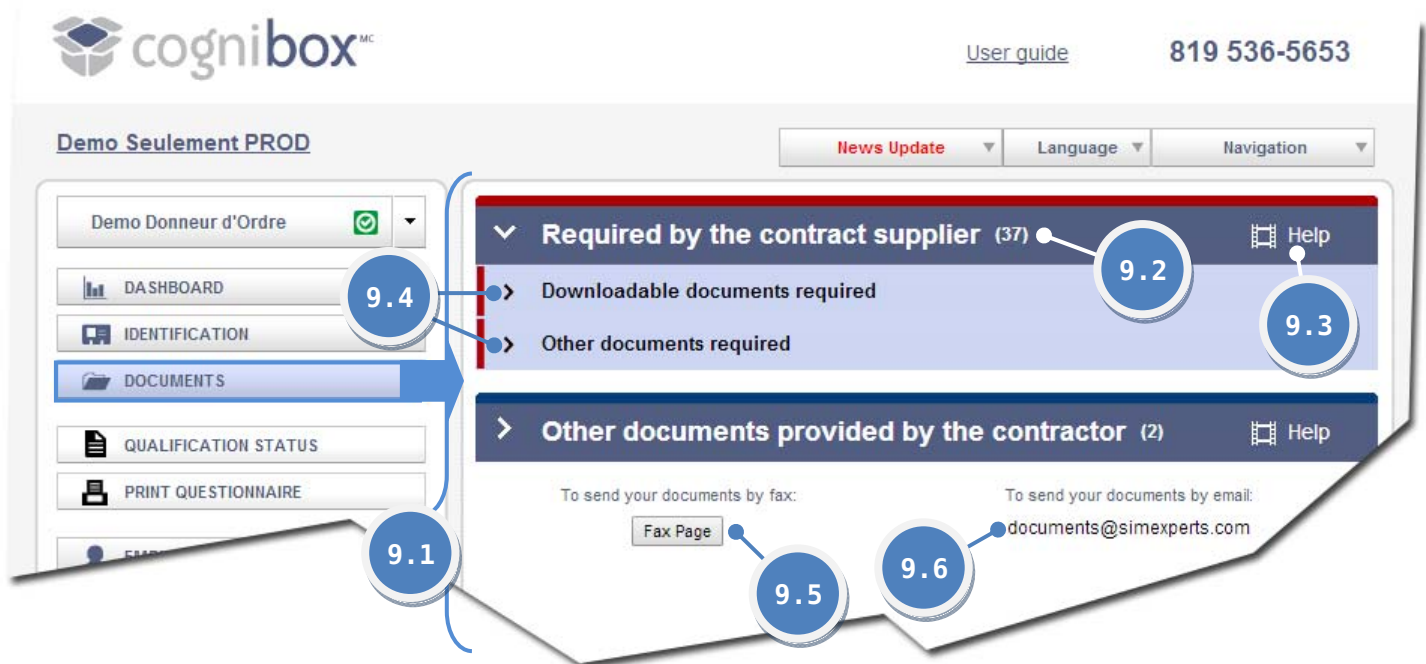
External Note
These notes can be viewed by the contract supplier

8.9

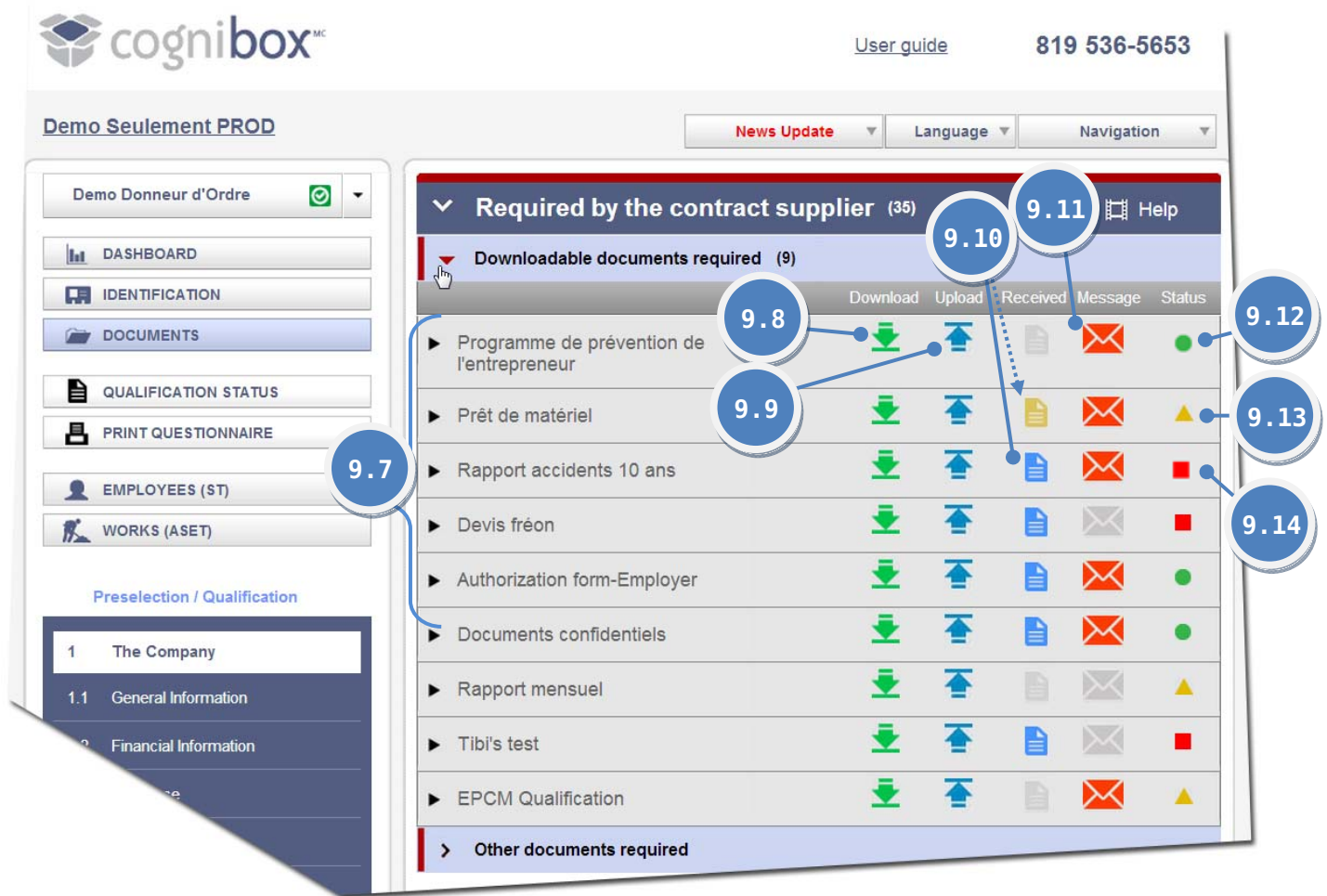
Save Validation 8.10

- 8.7 **Candidacy's summary:** click to open the results area (*click again to close*).
- 8.8 **Summary area:** your **application** results corresponding to the requirements of the contract supplier selected in **section 6.1**.
- 8.9 Input area for **external notes** for, or to display notes from, the contract supplier.
- 8.10 **Save Validation:** click to save your data.

9. Documents



- 9.1 **Documents** section.
- 9.2 **Numerical indicator:** indicates the total number of documents to provide to the contract supplier.
- 9.3 **Help:** click to obtain support, in video format, regarding the operations of the Documents section.
- 9.4 **Arrow icon:** click to open the *downloadable documents to provide* and *other documents to provide* sections (**see sections 9.7 to 9.14**).
- 9.5 **Fax page:** click to display the list of documents; from the list, select the documents you wish to send to SIM; then print this list to use as the fax (or email) cover page for your shipment.
- 9.6 **Email address** where you must send your documents so they can be processed.



Required by the contract supplier (35)

Downloadable documents required (9)

	Download	Upload	Received	Message	Status
► Programme de prévention de l'entrepreneur	9.8	9.9	9.10	9.11	9.12
► Prêt de matériel	9.8	9.9	9.10	9.11	9.13
► Rapport accidents 10 ans	9.8	9.9	9.10	9.11	9.14
► Devis fréon	9.8	9.9	9.10	9.11	9.14
► Authorization form-Employer	9.8	9.9	9.10	9.11	9.12
► Documents confidentiels	9.8	9.9	9.10	9.11	9.12
► Rapport mensuel	9.8	9.9	9.10	9.11	9.13
► Tibi's test	9.8	9.9	9.10	9.11	9.14
► EPCM Qualification	9.8	9.9	9.10	9.11	9.13

Other documents required

9.7 **List** of documents.

9.8 **Download** indicator: indicates the presence of a document to be downloaded, after which the document should be printed, filled in, signed and then returned to SIM.

9.9 **Upload** indicator : click on this icon to upload your documents once they are filled and signed.

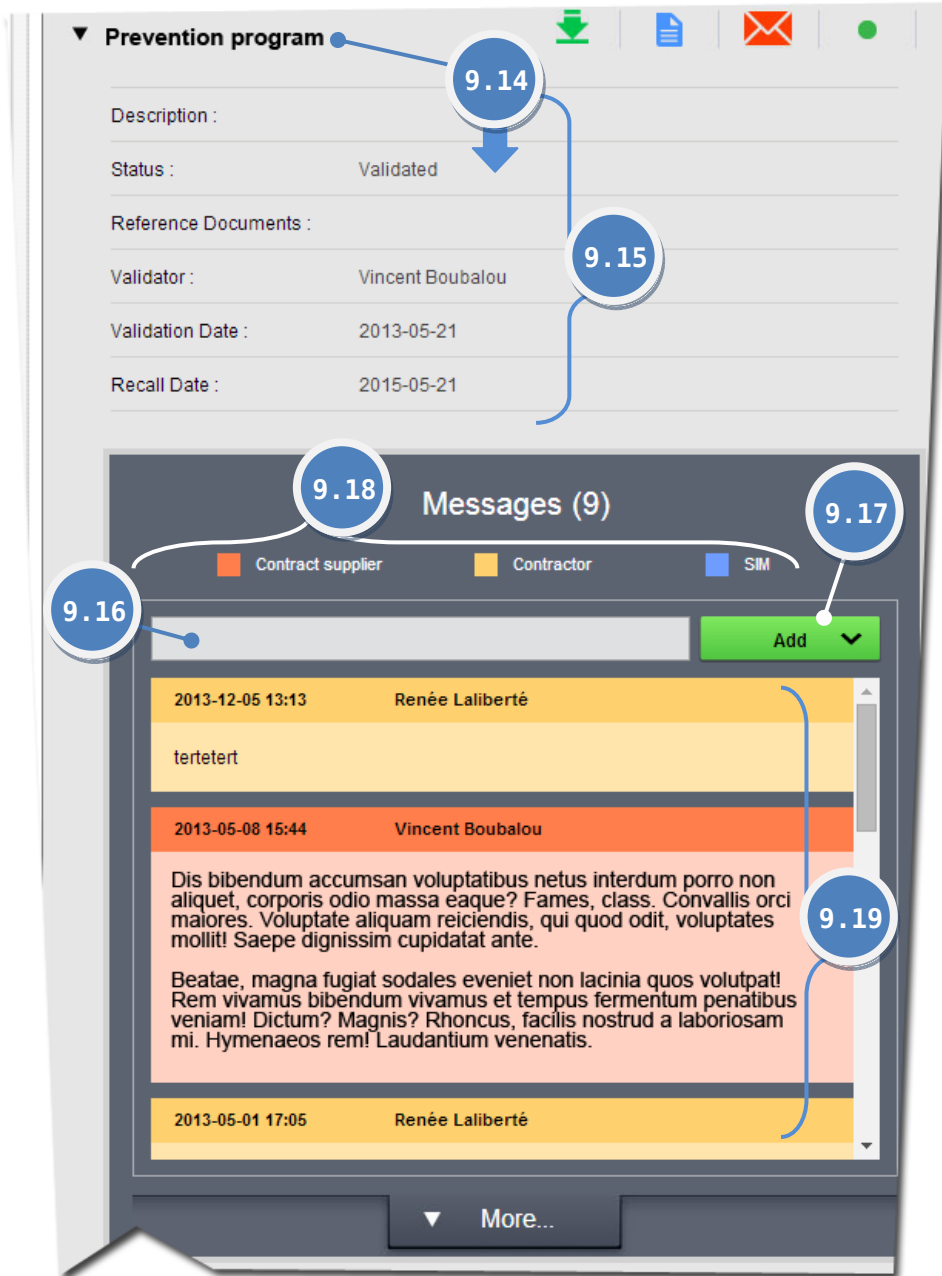
9.10 **Received** indicator: indicates that the document has been received by SIM. The icon will remain yellow until the documents are approved by SIM. At that moment, the icon will turn blue and the Contract Supplier will be able to visualize your documents.

9.11 **Message** indicator: indicates a message left during validation OR a message for the contract supplier.

9.12 **Green validated** indicator: indicates a document validated by the contract supplier.

9.13 **Yellow Pending** indicator: indicates that the document validation is pending (or SIM is waiting for the document).

9.14 **Red rejected** indicator: indicates a document rejected by the contract supplier.

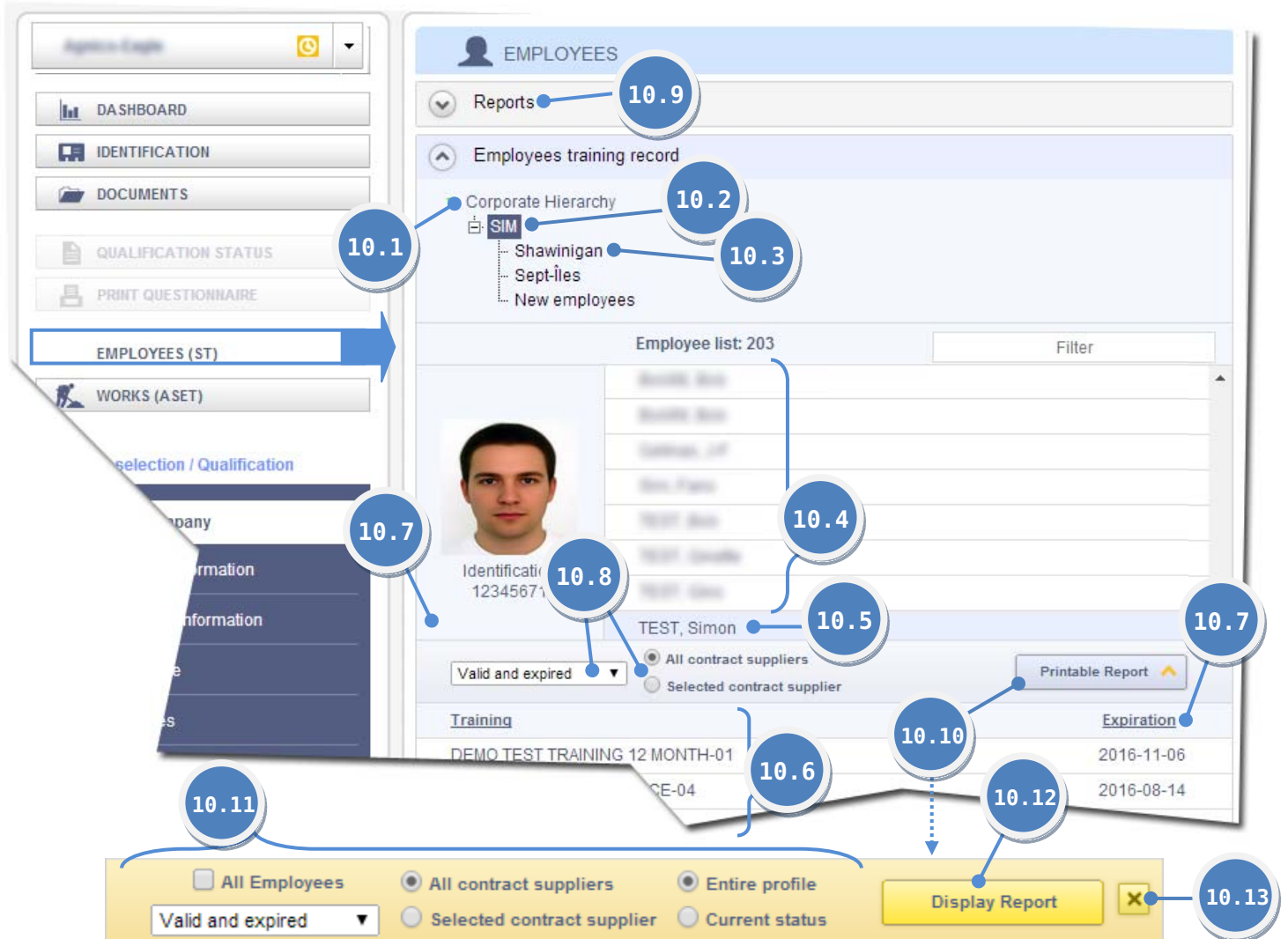


- 9.15 Click the **document name** to view the **details** of the corresponding document (*click again to close*).
- 9.16 **Detailed document information.**
- 9.17 **Input field:** enter messages in the input field.
- 9.18 **Add:** click to add the new message.
- 9.19 **Legend:** the colours correspond to the three possible types of message authors.
- 9.20 **Message box:** The message is coloured based on the author type. The message header contains the date of creation and the author name.

N. B.: Messages cannot be deleted and are saved as history.

10. Employees

The employees' management interface enables you to view the status of the trainings taken by the employees of the selected business unit.



The screenshot shows the 'EMPLOYEES' management interface. On the left is a sidebar with navigation options: DASHBOARD, IDENTIFICATION, DOCUMENTS, QUALIFICATION STATUS, PRINT QUESTIONNAIRE, EMPLOYEES (ST) (highlighted with a blue arrow), and WORKS (ASET). The main area is titled 'EMPLOYEES' and contains a 'Reports' section (10.9) and an 'Employees training record' section. Under 'Employees training record', there is a 'Corporate Hierarchy' tree (10.1) with 'SIM' (10.2) selected, which further branches into 'Shawinigan' (10.3), 'Sept-Îles', and 'New employees'. Below the hierarchy is an 'Employee list: 203' with a 'Filter' button. A selected employee, 'TEST, Simon', is shown with a photo and identification number '12345671' (10.8). Below the employee info is a 'Valid and expired' dropdown (10.8) and radio buttons for 'All contract suppliers' (10.5) and 'Selected contract supplier'. A 'Training' table (10.6) lists courses, including 'DEMO TEST TRAINING 12 MONTH-01'. The table has columns for 'Training' (10.10), 'Expiration' (10.12), and 'Expiration' (10.7). A 'Printable Report' button (10.7) is also present. At the bottom, there are filter options: 'All Employees' (10.11), 'All contract suppliers' (10.13), 'Entire profile', 'Valid and expired' dropdown, 'Selected contract supplier', and 'Current status'. A 'Display Report' button (10.13) is at the bottom right.

- 10.1 **Corporate Hierarchy:** click to expand hierarchical list.
- 10.2 Select the **business unit** whose list of employees you want to view.
- 10.3 Select a **site** for the selected business unit.
- 10.4 **Employees list.**
- 10.5 **Selected employee.**
- 10.6 **List of courses** taken by the selected employee. **Expired courses** are displayed with the expiration date in **red**.
- 10.7 Click the **columns' title** to sort the list according to title.
- 10.8 **Filters:** drop-down menu and radio buttons to filter the courses display.

All contract suppliers (default): expiration dates listed are standard.

Selected contract suppliers: only courses recognized by the selected contract supplier will appear in the report. Expiration dates are adjusted in accordance with the validity recognized by the contract supplier.

- 10.9 **Reports:** click to generate certification status reports (see sections 10.14 to 10.17).

10.10 **Printable report:** click to print a report.

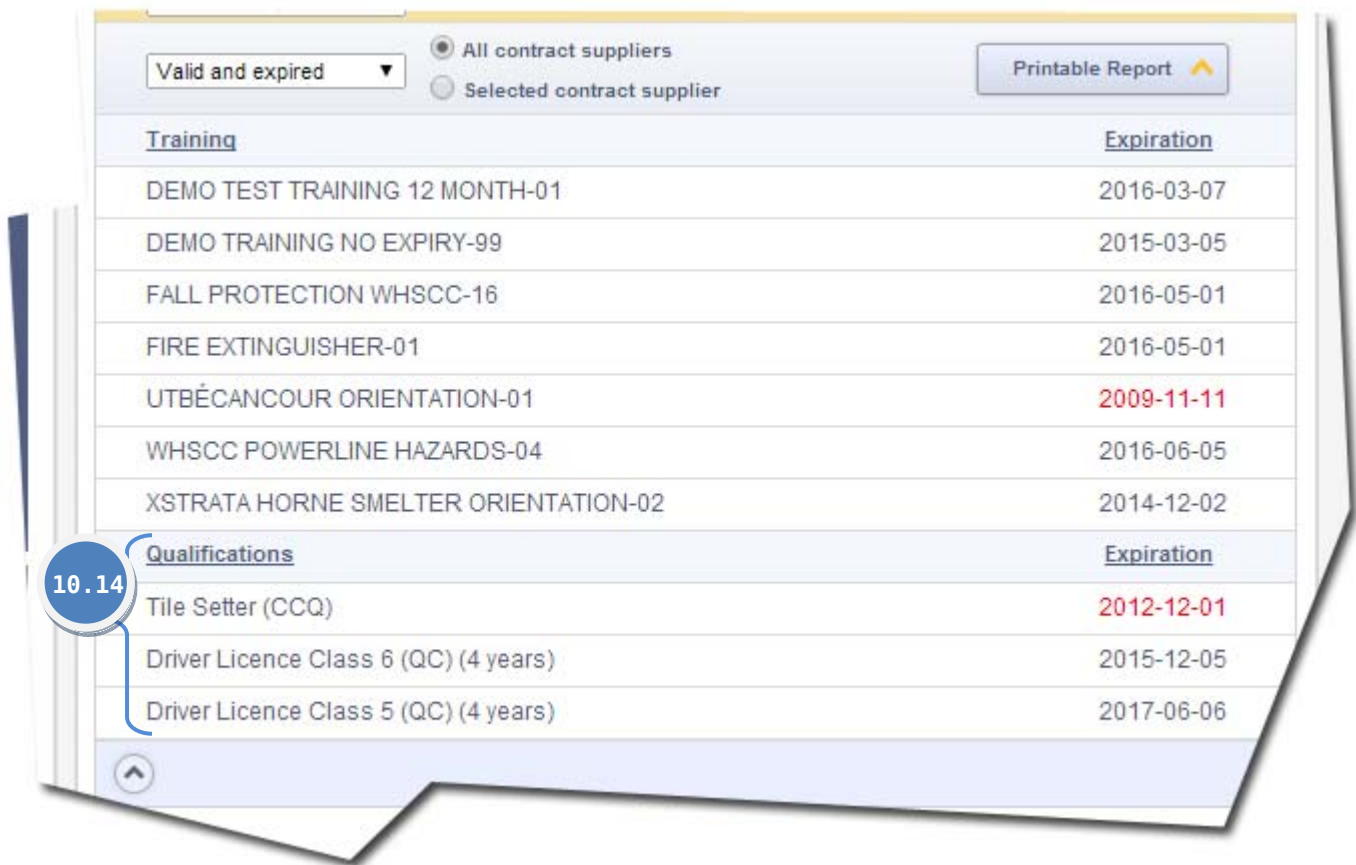
10.11 **Display filters:** accurately select report data to display or print.

Full record: complete list of the courses taken by the employee. For example, if the employee has taken the same course five times, information for each of these training activities will be included in the report. .

Current status: all courses shown in the list under the selected employee will be included in the report.

10.12 **Display Report:** click to generate the report.

10.13 **X:** click to close the report generator.

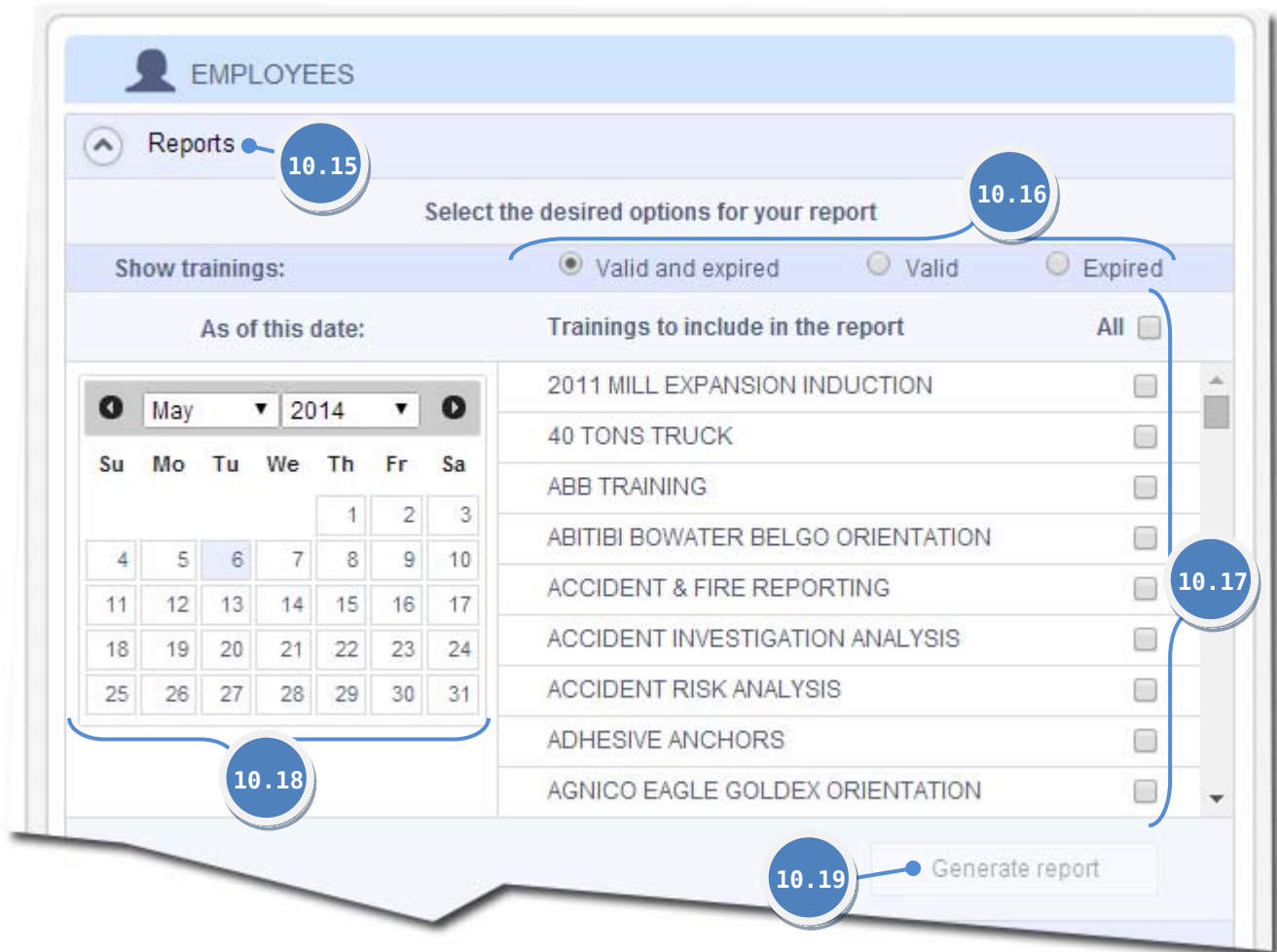


The screenshot shows a web application interface for generating reports. At the top, there is a dropdown menu set to 'Valid and expired' and two radio buttons: 'All contract suppliers' (selected) and 'Selected contract supplier'. A 'Printable Report' button with an upward arrow is on the right. Below this is a table with two sections: 'Training' and 'Qualifications'. The 'Training' section has a header with 'Training' and 'Expiration' links. It lists seven training activities with their expiration dates. The 'Qualifications' section has a header with 'Qualifications' and 'Expiration' links. It lists three qualifications: 'Tile Setter (CCQ)', 'Driver Licence Class 6 (QC) (4 years)', and 'Driver Licence Class 5 (QC) (4 years)'. A blue callout bubble with the number '10.14' points to the 'Qualifications' header. A blue arrow points from the '10.14' text in the instructions to this callout bubble.

Training	Expiration
DEMO TEST TRAINING 12 MONTH-01	2016-03-07
DEMO TRAINING NO EXPIRY-99	2015-03-05
FALL PROTECTION WHSCC-16	2016-05-01
FIRE EXTINGUISHER-01	2016-05-01
UTBÉCANCOUR ORIENTATION-01	2009-11-11
WHSCC POWERLINE HAZARDS-04	2016-06-05
XSTRATA HORNE SMELTER ORIENTATION-02	2014-12-02

Qualifications	Expiration
Tile Setter (CCQ)	2012-12-01
Driver Licence Class 6 (QC) (4 years)	2015-12-05
Driver Licence Class 5 (QC) (4 years)	2017-06-06

10.14 **Professional qualifications:** list of professional qualifications of the selected employee.



EMPLOYEES

Reports (10.15)

Select the desired options for your report (10.16)

Show trainings: ☒ Valid and expired ☐ Valid ☐ Expired

As of this date:

May 2014

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Trainings to include in the report (10.17)

Trainings to include in the report	All
2011 MILL EXPANSION INDUCTION	<input type="checkbox"/>
40 TONS TRUCK	<input type="checkbox"/>
ABB TRAINING	<input type="checkbox"/>
ABITIBI BOWATER BELGO ORIENTATION	<input type="checkbox"/>
ACCIDENT & FIRE REPORTING	<input type="checkbox"/>
ACCIDENT INVESTIGATION ANALYSIS	<input type="checkbox"/>
ACCIDENT RISK ANALYSIS	<input type="checkbox"/>
ADHESIVE ANCHORS	<input type="checkbox"/>
AGNICO EAGLE GOLDEX ORIENTATION	<input type="checkbox"/>

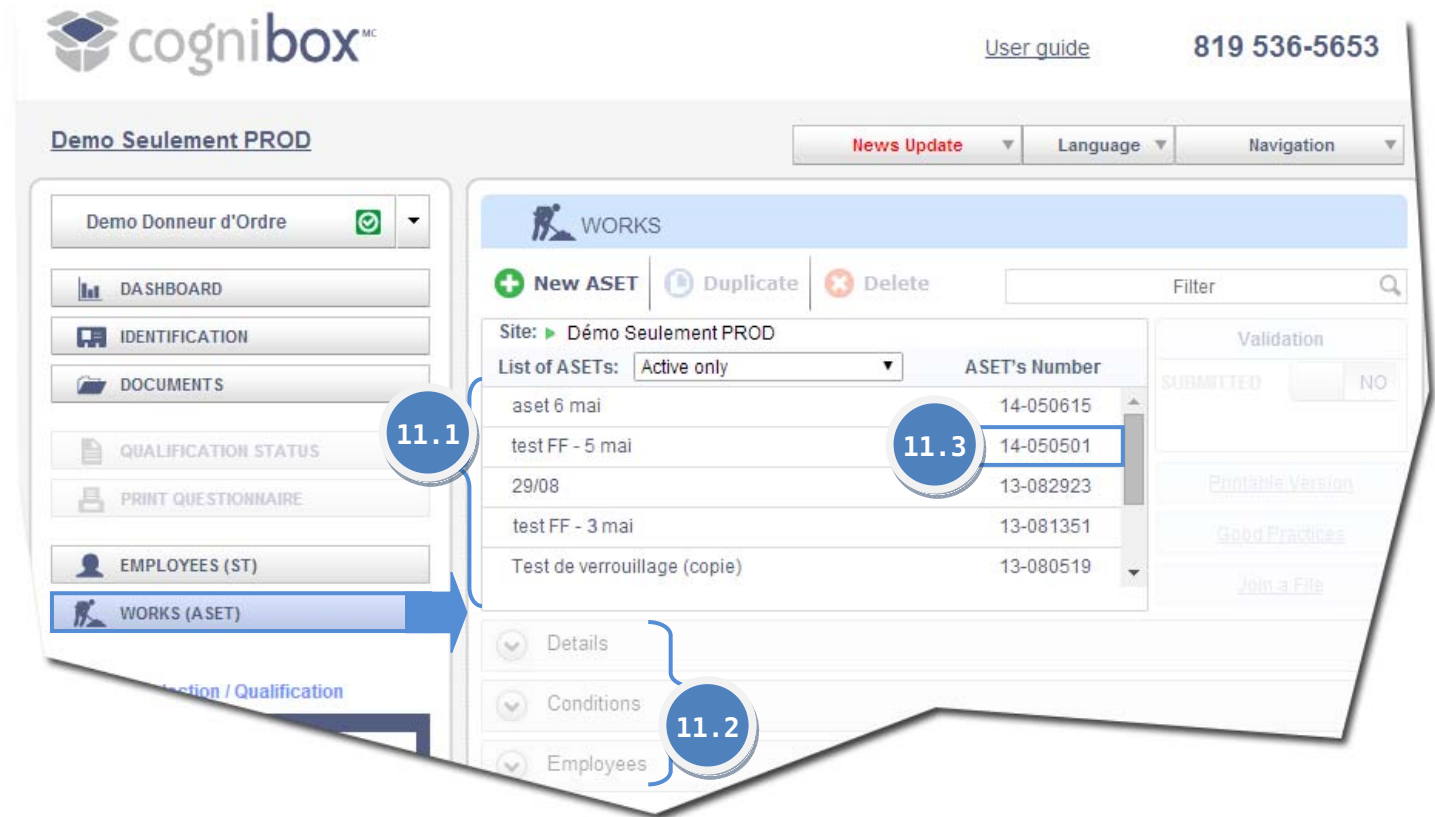
(10.18)

(10.19) Generate report

- 10.15 **Reports:** click to open the report section.
- 10.16 **Course status:** select the course status for which you want to generate a report.
- 10.17 **List of courses:** select the courses for which you want to generate a report.
- 10.18 **Calendar:** select a date for which you want to know the status of the selected courses.
- 10.19 **General report:** click to generate a **report in .PDF format** that corresponds to the selected above selections.





11. Work (ASET)

The work management interface enables you to know the details relating to completed or upcoming work. It also provides all the tools required for management of new or upcoming ASETs (safety and environmental task analysis). Furthermore, because not all contract suppliers use the "Work (ASET)" section, this section may not apply to some contractors.



- 11.1 **List of ASETs:** click an item in the list to enable the options. When an item is selected, the corresponding ASET Details section is displayed (**see section 11.5 and the following**). Shaded text indicates an ASET that has been archived. Archived ASETs can be viewed but not modified; however, they can be duplicated (and the copies can be modified).
- 11.2 **Details, Conditions, Employees** sections: click a section to view the descriptive elements of the ASET.
- 11.3 **ASET number:** this is decoded as follows:

13 – 12 19 23

- a. Year created
- b. Month created
- c. Day created
- d. Number of ASETs created on this date

a. Work: Details



11.4 Drop-down menu: select the type of ASET you want to display.

11.5 ASET's name: click to open the Details section.

11.6 Display area for the Details of the selected ASET.

11.7 New ASET: click to create a new ASET (see section 12).

11.8 Duplicate: click to copy the selected ASET.

11.9 Delete: click to delete the selected ASET.

11.10 Filter: enter an ASET name or number to filter the list of ASETs in the display zone.

11.11 Validation status: If "locked" is displayed under the "submitted" label, the ASET has been approved by the contract supplier and cannot be modified. *If a change is required, please contact your project manager.*

11.12 Printable version: click to display a printable version of the work permit associated to this ASET.

11.13 Good Practices: click to display the good practices associated to this ASET.

11.14 Join a file: click to attach an item to the ASET (e.g., photo, PDF, Word document, etc.).

11.6 Details section: This section contains the following fields:

- ASET's name: 29/08
- Duration: Start 2012-02-01, End 2018-02-15
- Description: edvqedr
- Contract supplier: Demo Donneur d'Ordre
- Site: Démo Seulement PROD
- Creator: Laliberté Renée
- Locker: N/A
- Limit the following modifications to the ASET's creator: ☐ Details ☐ Conditions ☐ Employees
- Person in charge (Contractor): Choose: Laliberté Renée, Name: Renée Laliberté, Email: rlalibert@simexperts.com, Cell phone: 12324
- Person in charge (Contract supplier): Choose: Laliberté Renée, Name: Renée Laliberté, Email: rlalibert@simexperts.com

11.4 **Drop-down menu:** select the type of ASET you want to display.
N.B.: By default, only **active ASETs** are displayed.

11.5 **ASET's name:** click to open the **Details** section.

11.6 Display area for the **Details** of the selected ASET.

11.7 **New ASET:** click to create a new ASET (see section 12).

11.8 **Duplicate:** click to copy the selected ASET.

11.9 **Delete:** click to delete the selected ASET.

N.B.: An ASET that has been locked by a contract supplier cannot be deleted.

11.10 **Filter:** enter an ASET name or number to filter the list of ASETs in the display zone.

11.11 **Validation status:** If "locked" is displayed under the "submitted" label, the ASET has been approved by the contract supplier and cannot be modified. *If a change is required, please contact your project manager.*

N.B.: ASET **Submitted (Yes):** it can be viewed and modified by the recipient.

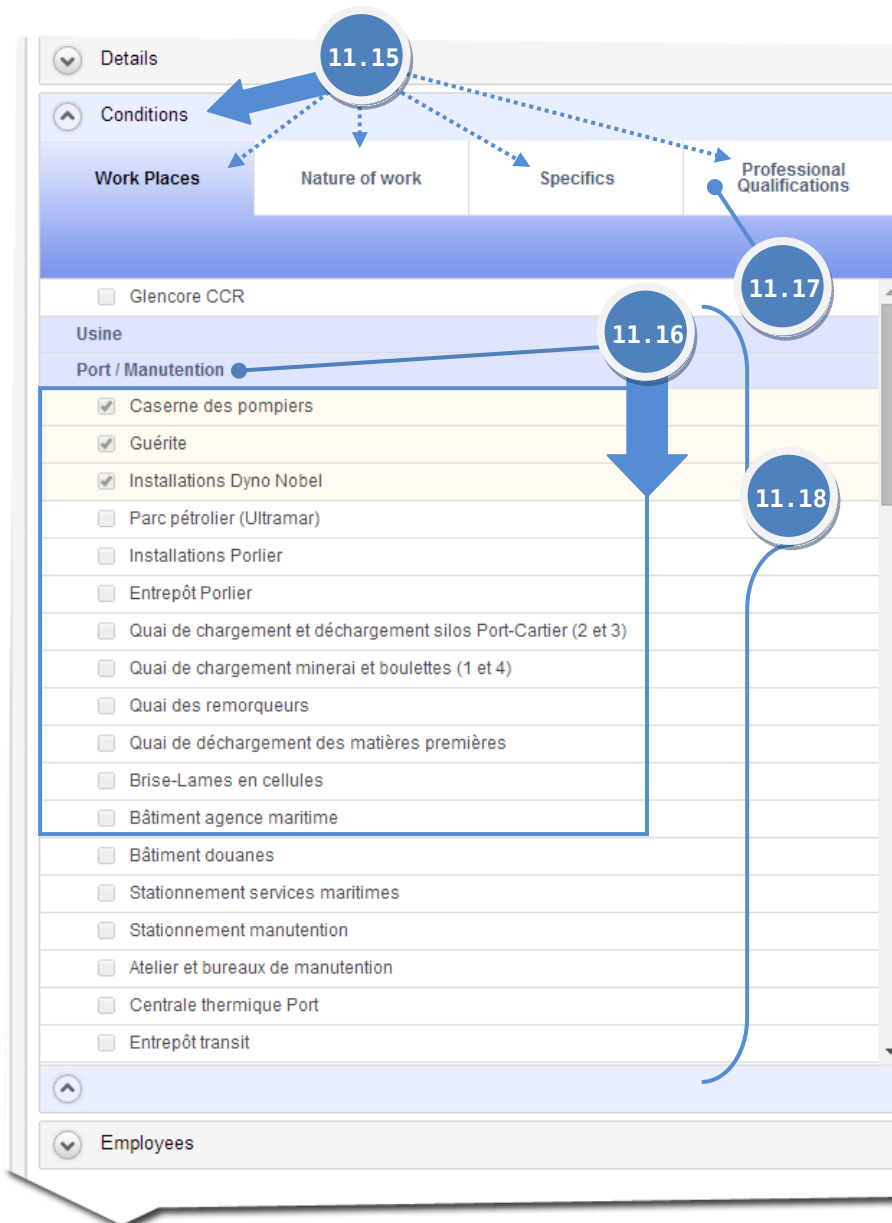
11.12 **Printable version:** click to display a printable version of the work permit associated to this ASET.

11.13 **Good Practices:** click to display the good practices associated to this ASET.

11.14 **Join a file:** click to attach an item to the ASET (e.g., photo, PDF, Word document, etc.).

N.B.: The ASET must be saved before attaching an item to it.

b. Work: Conditions



11.15

11.16

11.17

11.18

Details

Conditions

Work Places

Nature of work

Specifics

Professional Qualifications

Glencore CCR

Usine

Port / Manutention

☒ Caserne des pompiers

☒ Guérite

☒ Installations Dyno Nobel

☐ Parc pétrolier (Ultramar)

☐ Installations Portier

☐ Entrepôt Portier

☐ Quai de chargement et déchargement silos Port-Cartier (2 et 3)

☐ Quai de chargement minéral et boulettes (1 et 4)

☐ Quai des remorqueurs

☐ Quai de déchargement des matières premières

☐ Brise-Lames en cellules

☐ Bâtiment agence maritime

☐ Bâtiment douanes

☐ Stationnement services maritimes

☐ Stationnement manutention

☐ Atelier et bureaux de manutention

☐ Centrale thermique Port

☐ Entrepôt transit

Employees

N.B.: The **Conditions** section will only be displayed if the **ASET name**, **contact names and their email address** (contractor and contract supplier) fields have been filled in the in the **Details** section and then saved.

11.15 **Conditions:** click each tab (*Workplaces, Type of work, etc.*) to display the corresponding list of items.

N.B.: The list of the **Type of Nature of work** and **Specifics** tabs are the same type; that is, lists of items to check.

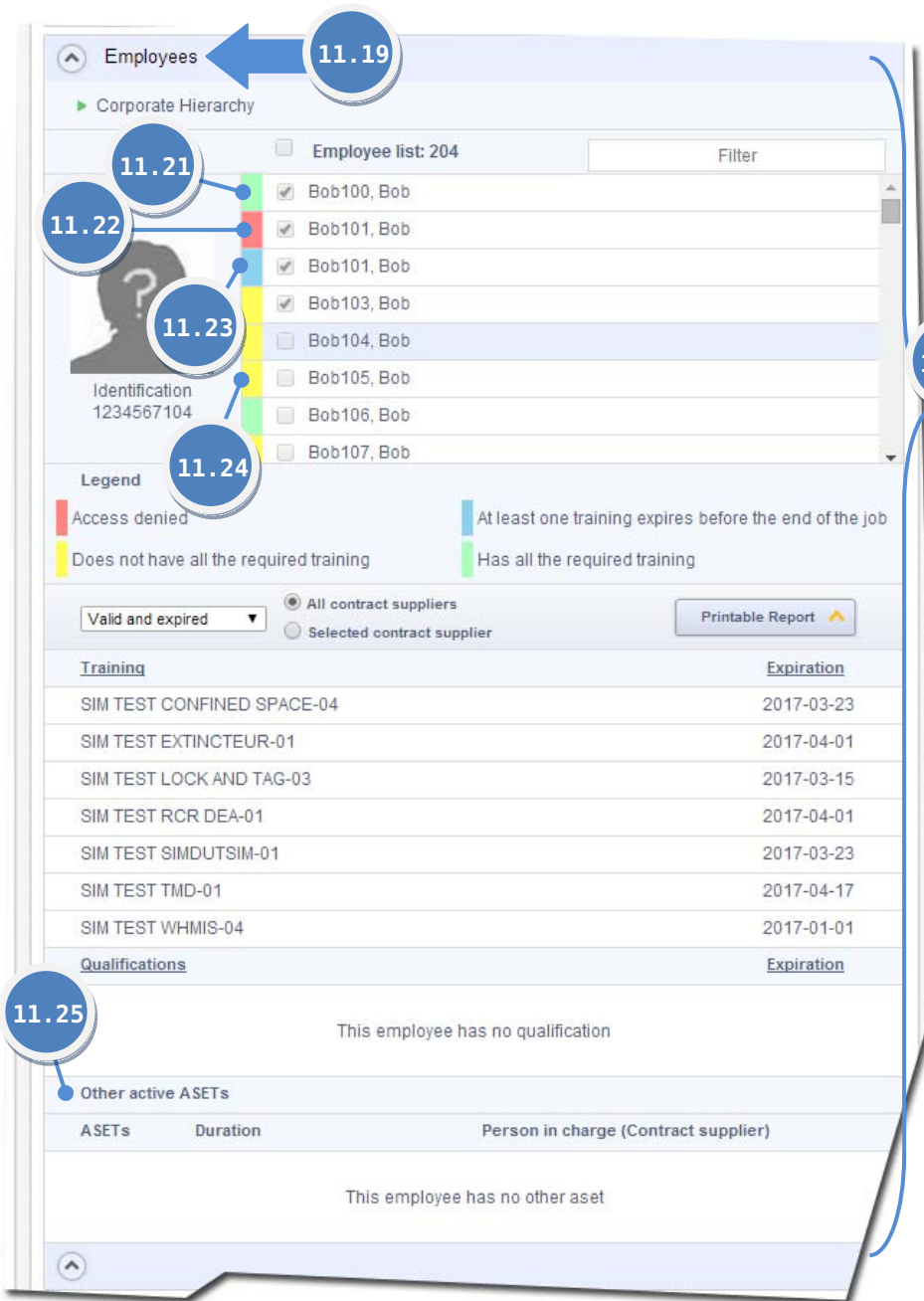
11.16 ... While the checkboxes for the **Work Places** tab are nested in a sub-menu: **click an item** to display the corresponding list of items to be selected (*click the main item again to close the list*).

11.17 **Professional Qualifications** requires a number to be added to the requested qualifications.

11.18 **List of items** of the selected tab.

N.B.: In order to continue and be able to access the **Employees** section, at least 1 **Work Place** must be selected.

c. Work: Employees



The screenshot shows the 'Employees' section of the Cognibox interface. At the top, there is a navigation bar with 'Employees' and a 'Corporate Hierarchy' link. Below this, a list of employees is displayed, each with a colored indicator (Green, Red, Blue, Yellow) and a checkbox. A legend at the bottom explains the color indicators: Green for 'Has all the required training', Yellow for 'Does not have all the required training', Red for 'Access denied', and Blue for 'At least one training expires before the end of the job'. Below the legend, there are filters for 'Valid and expired' and 'All contract suppliers'. A 'Printable Report' button is also present. The main table lists training courses and their expiration dates. Below the table, there is a section for 'Qualifications' and 'Other active ASETs'.

11.19 Employees: click to open ASET's employees section.

11.20 The **Employees** interface is similar to the one described in **section 10**, except for the following colour indicators:

11.21 **Green:** the employee has all the necessary training to take part in the execution of the ASET.

11.22 **Red:** the employee is not authorized to visit the contract suppliers site.

11.23 **Blue:** the employee has all the required trainings but at least one course will expire before the work is finished.

11.24 **Yellow:** the employee lacks one or more courses to take part in the execution of the ASET.

11.25 **Other active ASETs:** to help you manage your employees efficiently, this section enables you to check, by providing the information for this ASET, whether the employee is assigned to another ASET, if applicable.

- 11.19** **Employees:** click to open ASET's employees section.
- N.B.:** The minimum requirements (see **section 11.18**) must be met and saved before opening this section.
- 11.20** The **Employees** interface is similar to the one described in **section 10**, except for the following colour indicators:
- 11.21** **Green:** the employee has all the necessary training to take part in the execution of the ASET.
- 11.22** **Red:** the employee is not authorized to visit the contract suppliers site.
- 11.23** **Blue:** the employee has all the required trainings but at least one course will expire before the work is finished.
- 11.24** **Yellow:** the employee lacks one or more courses to take part in the execution of the ASET.
- 11.25** **Other active ASETs:** to help you manage your employees efficiently, this section enables you to check, by providing the information for this ASET, whether the employee is assigned to another ASET, if applicable.

d. Work: ASET

So that interested parties may consult their file, **an email message is sent to both parties** (contractor and contract supplier) when **1) an ASET is submitted; 2) a submitted ASET is modified; 3) an ASET is locked.**

Objet : Cognibox - ASET 14-012111 « Test 21 janv. - IE8 »

English version below.

S'il vous plaît ne pas répondre à ce courriel.

Bonjour,

Cette alerte automatisée vous a été envoyée parce que l'ASET 14-012111 « Test 21 janv. - IE8 », impliquant le donneur d'ordres Demo Donneur d'Ordre et l'entrepreneur Demo Seulement PROD, a été verrouillée (aucune possibilité d'y apporter des changements, sauf de la part du donneur d'ordres). Veuillez vous connecter à Cognibox dans la section Travaux pour prendre connaissance de sa version finale:
<http://www.cognibox.com>

Pour toute question, veuillez contacter le service à la clientèle au 819-536-5653.

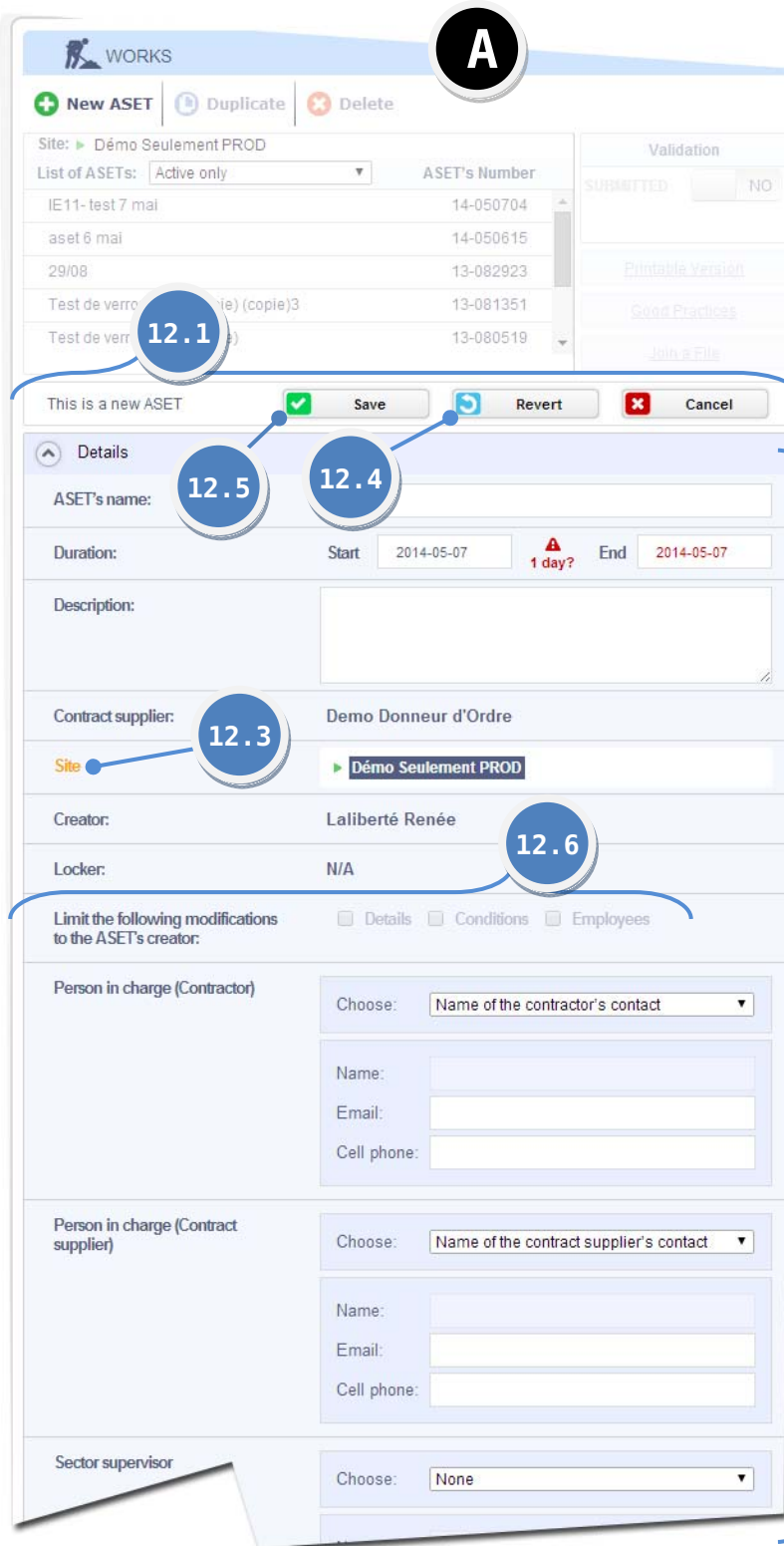
Please do not reply to this email.

Greetings,

This automated alert has been sent because the ASET 14-012111 « Test 21 janv. - IE8 », involving the contract supplier Demo Donneur d'Ordre and the contractor Demo Seulement PROD has been locked (no changes can be made except by the contract supplier). Please connect to the Cognibox Works section to view the final version:
<http://www.cognibox.com>

For any questions, please contact customer service at 819-536-5653.

12. Work: Creating a new ASET



To create a new ASET, launch the operation by clicking **New ASET**, as shown in **section 11.7**. You will see the following interface:

- 12.1 Creation of the new ASET is **confirmed** in the **message area** and the **Revert** and **Save** buttons are displayed.
- 12.2 The **details** section is displayed in **create mode** to enable information to be entered into the input fields.
- 12.3 When new data is added to a field (or while existing data is being changed), the field title turns **orange** to indicate the presence of data that has been **changed but not saved**.
- 12.4 **Revert**: click to undo the changes indicated by the coloured markers (that is, all changes made before saving).
- 12.5 **Save**: Click to save the information entered.
- 12.6 **Restrict changes**: If items are checked, it means that only the creator of the ASET (contract supplier) can change the selected sections, even if the ASET is not locked.

N.B. In order to be able to save the ASET, the following fields are mandatory:

- Name of the ASET;
- Name and email address of the responsible contractor;
- Name and email address of the responsible contract supplier.

N.B. Some clients may require additional mandatory fields for the **Link to Gate**.



Documents:

Creation date: 2014-05-07

Workers:

Day	Evening	Night	Total
0	0	0	0

Work Hours:

Hours / Day	Days / Week	Total Shifts
0	0	0

ASET's Number:

Keywords:

Purchase order:

Work order:

Sector:

Equipment:

Additional requirements:

Remarks:

^

▼ Conditions

○ Employees

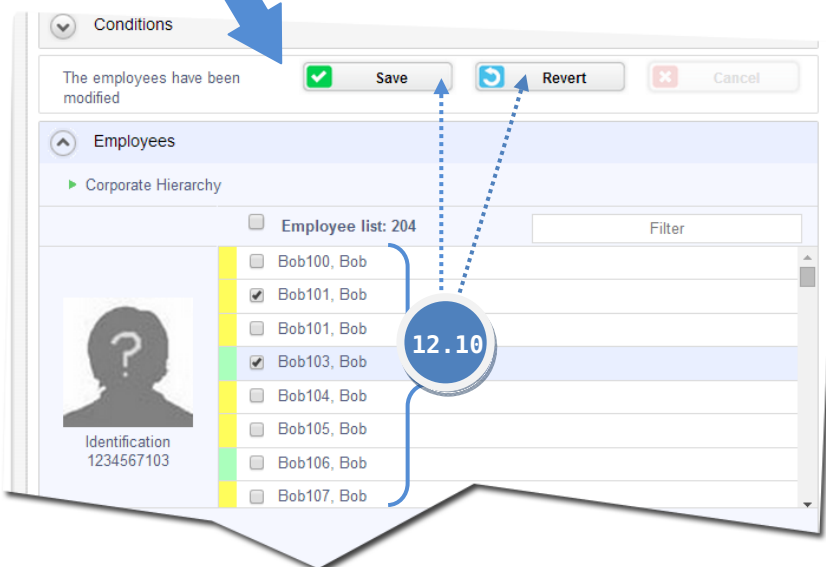
12.2

The **Conditions** section displays lists of multiple selections under four category tabs: **Workplaces**, **Nature of work**, **Specifics** and **Professional Qualifications**.

- 12.7 To provide a visual cue, the **selected items** are displayed with a coloured background.
- 12.8 When a new item is selected, the **message area** indicates that a change has been detected and the **Revert** and **Save** buttons are displayed.

N.B. To be able to continue and access the **Employees** section, at least **1 workplace** must be selected.

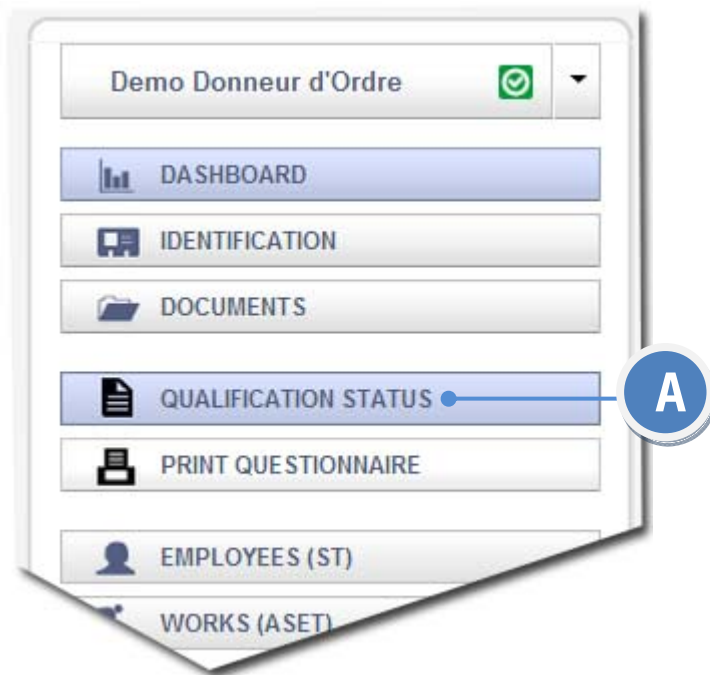
- 12.9 The **Employees** section displays a list of selectable employees like the one described in **sections 11.18 to 11.21**.
- 12.10 As with previous tabs, selecting employees activates the **message area** and causes the **Revert** and **Save** buttons to be displayed.



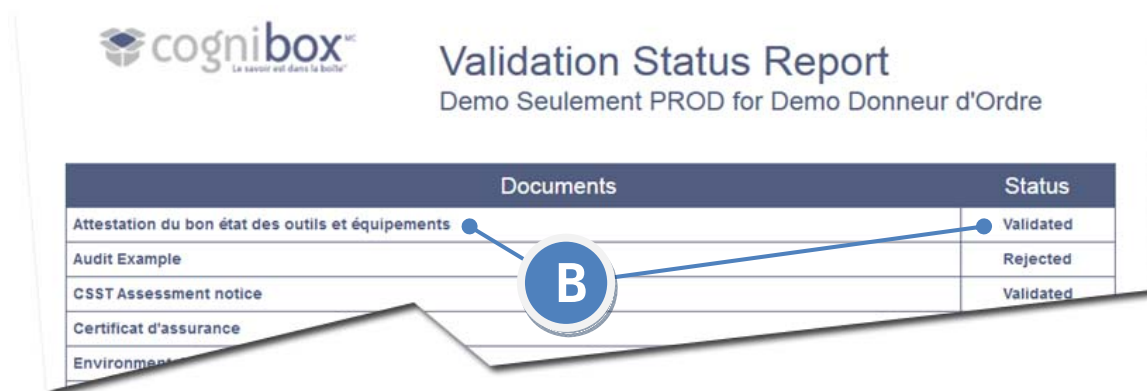
Appendix I: Validation Status Report

With Cognibox PO (v3), users can now view a report that shows the validation status of their contract supplier applications within the qualification files.

(A) To view a report, click **Qualification Status** in a qualification file. (See section 5.5):



(B) Document status (**validated, rejected, pending**):



The screenshot shows the 'Validation Status Report' page for 'Demo Seulement PROD for Demo Donneur d'Ordre'. The table below lists documents and their status.

Documents	Status
Attestation du bon état des outils et équipements	Validated
Audit Exemple	Rejected
CSST Assessment notice	Validated
Certificat d'assurance	
Environnement	

(C) Percentage of validation completion for each section:

Section	Title	% Validated
1	The Company	16
3	Human Ressources	9
4	Health/Safety	27
		14

(D) Status of each question (**Pending, Validated, Rejected**):

Section	Question	Answered	Status
1.1.100	List your 5 major customers	Yes	Non validatable
1.1.200	Business Number	Yes	Non validatable
1.1.400	If other certifications, identify them while naming the issuing body.	No	Non

(E) External notes related to the questions:

1.1.400	If other certifications, identify them while naming the issuing body.	No	Non validatable
1.1.530	Since when?	Yes	Non validatable
	Public note: Test 12		<<<
1.1.535	Explain:	No	Non validatable
	Please indicate the		