


How to Send a Certification Reminder

1 Navigate to <https://firelifesafety.aus.com/>


TRAINING COURSES ?

YOUR RESOURCES




Fire Safety 1/2 STEP

▶ WATCH NOW




Earthquake 1/2 STEP

▶ WATCH NOW




Medical Emergency 1/2 STEP

▶ WATCH NOW




Power Failure 1/2 STEP

▶ WATCH NOW





Bomb Threat 1/2 STEP

▶ WATCH NOW




Tornado Commercial 1/2 STEP

▶ WATCH NOW




WELCOME BACK, SARAH!
Your last login was March 27, 2025

Property
1234 Commercial Office Building, St... ▾



ALLIEDUNIVERSAL
There for you.

COMMERCIAL OFFICE BUILDING
1234 Commercial Office Building
City State, Zip Code

 SPECIAL ASSISTANCE STATUS

LORA STEVENS
Fire Safety Director

2 Click "Management"

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FIRE LIFE SAFETY TRAINING SYSTEM

Home/Training Help Contact Us **Management**

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TRAINING COURSES ?

YOUR RESOURCES

WELCOME BACK, SARAH!
Your last login was March 27, 2025

Property
1234 Commercial Office Building,

COMMERCIAL OFFICE BUILDING
1234 Commercial Office Building
City State, Zip Code

3 From the Occupants section, select the property address from the "Property" drop-down menu

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OCCUPANTS ?

Firm All Property **1234 Commercial Office Building (Com...)** Tenant All

Bulk Action Management Tips Report

Search...

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> • Tenant: Commercial Office Bldg Test Site • Floor: 2 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	First login: 11/04/2022 Last login: 03/31/2025	Occupant Tenant Manager	
<input type="checkbox"/>	Fire Safety Earthquake	Fire Safety Earthquake	First login: 11/04/2022	Occupant	

4 Select the tenant from the "Tenant" drop-down menu

The screenshot shows the SAL SYSTEM interface. The top navigation bar includes links for Home/Training, Help, Contact Us, and Management. The user is logged in as Sarah Mallette. The main section is titled "OCCUPANTS". Below this, there are filters for Firm (All), Property (1234 Commercial Office Building (Com...)), and Tenant (Commercial Office Bldg Test Site). A "Bulk Action" button is on the left, and "Management Tips" and "Report" buttons are on the right. A search bar is present above the table. The table has columns: User Info, Previous Year Certification, Current Year Certification, Login Info, Roles, and Action. The first row shows a user with roles "Occupant" and "Tenant Manager". The second row shows a user with role "Occupant".

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> [User Avatar] • Tenant: Commercial Office Bldg Test Site • Floor: 2 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	First login: 11/04/2022 Last login: 03/31/2025	Occupant Tenant Manager	⋮
<input type="checkbox"/> [User Avatar]	Fire Safety Earthquake	Fire Safety Earthquake	First login: 11/04/2022	Occupant	⋮

5 Find the registered user that you would like to send a reminder email to by using the search option or scrolling through the occupant list

The screenshot shows the same SAL SYSTEM interface as above. The search bar is highlighted with an orange circle. The table data is identical to the previous screenshot.

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> [User Avatar] • Tenant: Commercial Office Bldg Test Site • Floor: 2 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Suite or Floor Warden Virtual Building Evac	First login: 11/04/2022 Last login: 03/31/2025	Occupant Tenant Manager	⋮
<input type="checkbox"/> [User Avatar]	Fire Safety Earthquake	Fire Safety Earthquake	First login: 11/04/2022	Occupant	⋮

6 Select the checkbox next to the user's name

Occupants

Firm: All Property: 1234 Commercial Office Building (Com... Tenant: Commercial Office Bldg Te

Bulk Action Management Tip

Search: sarah.mallette@aus

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles
<input type="checkbox"/> Sarah Mallette <ul style="list-style-type: none">sarah.mallette@aus.comTenant: Commercial Office Bldg TestSiteFloor: 1Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	First login: 10/30/2022 Last login: 03/31/2025	System Admin Occupant Floor Warden

Green - certified Orange - not certified Red - training past due n/a - no account

7 Click "Bulk Action"

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Home/Training Help Contact Us Management English

OCCUPANTS ?

Occupants

Firm: All Property: 1234 Commercial Office Building (Com... Tenant: Commercial Office Bldg Te

Bulk Action Management Tip

Search: sarah.mallette@aus

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles
<input checked="" type="checkbox"/> Sarah Mallette <ul style="list-style-type: none">sarah.mallette@aus.comTenant: Commercial Office Bldg TestSiteFloor: 1Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	First login: 10/30/2022 Last login: 03/31/2025	System Admin Occupant Floor Warden

Green - certified Orange - not certified Red - training past due n/a - no account

8 Click "Send Certification Reminder" from the drop-down menu

The screenshot shows the 'OCCUPANTS' management page. On the left, there's a sidebar with 'Occupants' selected. The main area has filters for 'Firm' (All), 'Property' (1234 Commercial Office Building (Com...)), and 'Tenant' (Commercial Office Bldg Te). A 'Bulk Action' dropdown menu is open, showing options: 'Assign Floor Warden', 'Assign Primary Floor Warden', and 'Send Certification Reminder' (highlighted with an orange circle). Below the menu is a table of occupants. The first row is for 'Sarah Mallette', who is checked. The table has columns for 'Previous Year Certification', 'Current Year Certification', 'Login Info', and 'Roles'. The 'Send Certification Reminder' button is also visible in the top right corner.

	Previous Year Certification	Current Year Certification	Login Info	Roles
<input checked="" type="checkbox"/> Sarah Mallette <ul style="list-style-type: none">sarah.mallette@aus.comTenant: Commercial Office Bldg Test SiteFloor: 1Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac	First login: 10/30/2022 Last login: 03/31/2025	System Admin Occupant Floor Warden

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9 Confirm the action by clicking "Apply"

The screenshot shows the same 'OCCUPANTS' management page, but with a 'Confirm action' dialog box open in the center. The dialog box contains the text '1 users will be sent a notification, are you sure?' and an 'Apply' button (highlighted with an orange circle). The background is dimmed, showing the same table and filters as in the previous screenshot.

Confirm action

1 users will be sent a notification, are you sure?

Apply

10 Click "OK" and the user will be sent a certification reminder email

