

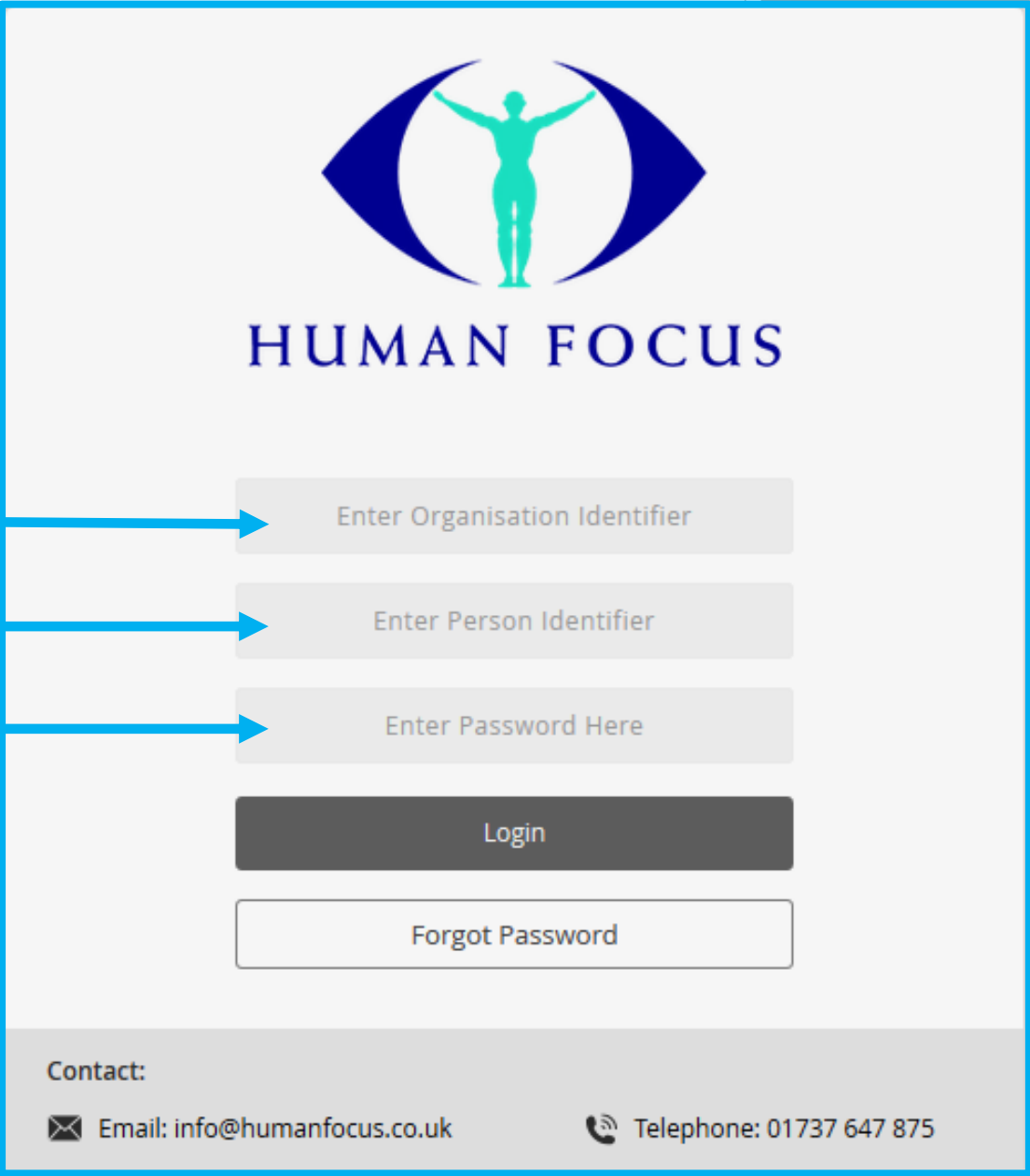
Producing Usage Reports

Login as the *Manager/Administrator* of your Human Focus account

Enter in this box: «Org_ID»

Enter in this box: *Manager*

Enter in this box: «Password»



The image shows a login page for Human Focus. At the top center is the Human Focus logo, which consists of a stylized human figure with arms raised, enclosed within a blue eye shape. Below the logo, the text "HUMAN FOCUS" is displayed in a blue, serif font. The login form contains three input fields: "Enter Organisation Identifier", "Enter Person Identifier", and "Enter Password Here". Below these fields are two buttons: a dark grey "Login" button and a white "Forgot Password" button with a black border. At the bottom of the page, there is a grey footer section with the text "Contact:" followed by an email icon and "Email: info@humanfocus.co.uk" and a telephone icon and "Telephone: 01737 647 875". Three blue arrows point from the text on the left to the corresponding input fields in the form.

Enter Organisation Identifier

Enter Person Identifier

Enter Password Here

Login

Forgot Password

Contact:

Email: info@humanfocus.co.uk

Telephone: 01737 647 875

Access HF History

- ▶ Home page. Click on Administration - Training Reports - HF History

The screenshot shows the 'Training Results List Extract' page. The left sidebar contains navigation items: Home, Training & Guides, My Results, Administration (circled in blue), Dashboard, Trainees, Training Reports (circled in blue), HF by Trainee, HF History (circled in blue), All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes a note about detail restrictions during working hours. Below this is the 'Selection and Sort Criteria' section, which contains several filter controls: 'Filter Enabled' (checked), 'Update Filter' and 'Store Settings' buttons, and a 'No Display (Export only)' checkbox. The 'Viewer Data' section has radio buttons for 'All', 'Movie Clips', 'Knowledge Test', 'Survey Response', and 'RA Questionnaire', along with an 'Export to Spreadsheet' button. The 'Group Selection' section has dropdowns for 'Site Location', 'Department Group', and 'Training Set'. The 'Trainee Selection' section has radio buttons for 'Personal-Identifier' and 'Trainee-AKA'. The 'CBT Selection' section has a checked 'All CBT Packages' checkbox. The 'Dates Selection' section has a checked 'All Dates' checkbox. The 'Toolkit Selection' section has a checked 'All Toolkit' checkbox. The 'Display Sort Order' section has dropdowns for 'Top Level' (set to 'Date - Time') and 'Subsequent Levels' (set to '(none)'). The 'Display List Detail' section has radio buttons for 'Grouping', 'Trainee', 'Overall' (selected), 'Section', 'Q and A', and 'External Certification'.

Training Results List Extract

For Trainees from
The level of detail available is restricted during the working day, from 08:00 to 18:00.
If you urgently require use of this page's download facility for greater levels of detail, please contact Human Focus who can do this for you.
:: ::

Selection and Sort Criteria

Filter Enabled [Update Filter](#) [Store Settings](#) No Display (Export only) :: Sorted by "

Viewer Data : All : Movie Clips : Knowledge Test : Survey Response : RA Questionnaire :: [Export to Spreadsheet](#)

Group Selection: Site Location: Department Group: Training Set:

Trainee Selection: Select Field: Select Type: Filter text:

CBT Selection: All CBT Packages

Dates Selection: All Dates

Toolkit Selection: All Toolkit

Display Sort Order: Top Level: Subsequent Levels:

Display List Detail: Grouping Trainee Overall Section Q and A External Certification

▶ Group Selection will allow you to pick a specific Site Location, Department, and/or Training Set.

The screenshot shows a web application interface for 'Training Results List Extract'. On the left is a navigation menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes a section 'For Trainees from' with a note about detail restrictions. Below this is the 'Selection and Sort Criteria' section, which contains a 'Filter Enabled' checkbox, 'Update Filter' and 'Store Settings' buttons, and a 'No Display (Export only)' checkbox. A 'Viewer Data' section has radio buttons for 'All', 'Movie Clips', 'Knowledge Test', 'Survey Response', and 'RA Questionnaire', along with an 'Export to Spreadsheet' button. A blue box highlights the 'Group Selection' section, which includes three dropdown menus for 'Site Location', 'Department Group', and 'Training Set'. Below these are 'Select Field' and 'Select Type' sections with various radio button options. At the bottom, there are 'Display Sort Order' dropdowns for 'Top Level' and 'Subsequent Levels', and a 'Display List Detail' section with radio button options.

Training Results List Extract

For Trainees from
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:: ::

Selection and Sort Criteria

Filter Enabled **Update Filter** **Store Settings** No Display (Export only) :: Sorted by "

Viewer Data : All : Movie Clips : Knowledge Test : Survey Response : RA Questionnaire :: **Export to Spreadsheet**

Group Selection

	Site Location	Department Group	Training Set
Group Selection	-	-	-

Select Field

Trainee Selection Personal-Identifier Trainee-AKA

CBT Selection All CBT Packages

Dates Selection All Dates

Toolkit Selection All Toolkit

Display Sort Order

Top Level	Subsequent Levels		
Date - Time	(none)	(none)	(none)

Display List Detail Grouping Trainee Overall Section Q and A External Certification

▶ Trainee selection - This will allow you to show a report on a specific employee by typing in details for the employees Person Identifier or Trainee AKA

The screenshot shows the 'Training Results List Extract' interface. On the left is a navigation menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes a note about detail restrictions during working hours. Below this is the 'Selection and Sort Criteria' section, which contains several filter controls. A blue box highlights the 'Trainee Selection' row, which includes a 'Select Field' dropdown set to 'Trainee Selection', a 'Select Type' section with radio buttons for 'Personal-Identifier', 'Trainee-AKA' (selected), 'Starts with', 'Contains', and 'Ends with', and a 'Filter text' input field. A blue arrow points from the top text to the 'Trainee-AKA' radio button. Other filter controls include 'Filter Enabled', 'Update Filter', 'Store Settings', 'No Display (Export only)', 'Sorted by', 'Viewer Data' (radio buttons for 'All', 'Movie Clips', 'Knowledge Test', 'Survey Response', 'RA Questionnaire'), 'Export to Spreadsheet', 'Site Location', 'Department Group', 'Training Set', 'CBT Selection' (checkbox for 'All CBT Packages'), 'Dates Selection' (checkbox for 'All Dates'), 'Toolkit Selection' (checkbox for 'All Toolkit'), 'Display Sort Order' (dropdowns for 'Top Level' and 'Subsequent Levels'), and 'Display List Detail' (radio buttons for 'Grouping', 'Trainee', 'Overall' (selected), 'Section', 'Q and A', 'External Certification').

▶ CBT Selection - If you unclick the “CBT Selection” option you are able to select a specific course by number. Leaving the tick box highlighted will show all training modules.

The screenshot shows the 'Training Results List Extract' interface. On the left is a navigation menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes a section 'For Trainees from' with a note about detail restrictions. Below this is the 'Selection and Sort Criteria' section, which contains several controls: 'Filter Enabled' (checked), 'Update Filter' and 'Store Settings' buttons, and 'No Display (Export only)' (checked). There are also radio buttons for 'Viewer Data' (All, Movie Clips, Knowledge Test, Survey Response, RA Questionnaire) and an 'Export to Spreadsheet' button. A row of dropdown menus includes 'Group Selection', 'Site Location', 'Department Group', and 'Training Set'. Below these are 'Select Field' and 'Select Type' options. The 'Select Field' section has a blue box around it containing 'Trainee Selection' (radio buttons for Personal-Identifier, Trainee-AKA, Starts with, Contains, Ends with) and 'CBT Selection' (checkbox for All CBT Packages). The 'Select Type' section has a 'Filter text' input field. At the bottom, there are 'Dates Selection' (All Dates checked), 'Toolkit Selection' (All Toolkit checked), 'Display Sort Order' (Top Level: Date - Time, Subsequent Levels: (none)), and 'Display List Detail' (radio buttons for Grouping, Trainee, Overall, Section, Q and A, External Certification).

► Date Selection - you are able to pick a specific date range. Click in the start date box and a calendar will appear. Select your date i.e. Thu 14 Oct 2014. Then select a finish date in the same way.

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Selection and Sort Criteria

Filter Enabled **Update Filter** **Store Settings** No Display (Export only) :: Sorted by "

Viewer Data : All : Movie Clips : Knowledge Test : Survey Response : RA Questionnaire :: **Export to Spreadsheet**

Site Location Department Group Training Set

Group Selection -

Select Field

Trainee Selection Personal-Identifier Trainee

CBT Selection All CBT Packages

Dates Selection All Dates

Difference : Day : Week : Month

Start Date 17-Mar-2017

Finish Date

Today: March 17, 2017

March, 2017						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	1
2	3	4	5	6	7	8

Month : (other) Year : 2001

3 Year

Filter text

Display Sort Order Top Level Subsequent Levels

Date - Time (none) (none) (none)

▶ Toolkit Selection - You can filter by toolkit so that only programmes in the selected toolkit show in the report.

The screenshot shows the 'Training Results List Extract' interface. A blue box highlights the 'Dates Selection' and 'Toolkit Selection' options, which are both checked to 'All'. A blue arrow points from the text above to the 'Toolkit Selection' option.

Training Results List Extract

For Trainees from
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:: ::

Selection and Sort Criteria

Filter Enabled **Update Filter** **Store Settings** No Display (Export only) :: Sorted by "

Viewer Data : All : Movie Clips : Knowledge Test : Survey Response : RA Questionnaire :: **Export to Spreadsheet**

Site Location Department Group Training Set
Group Selection - - -

Select Field Select Type Filter text
Trainee Selection Personal-Identifier Trainee-AKA Starts with Contains Ends with

CBT Selection All CBT Packages

Dates Selection All Dates
Toolkit Selection All Toolkit

Display Sort Order Top Level Subsequent Levels
Date - Time (none) (none) (none)

Display List Detail Grouping Trainee Overall Section Q and A External Certification

► Display Sort Order - you are able to choose what order you wish to view the information. This is defaulted to “Date - Time” which will show the report in date order of newest to oldest

The screenshot shows the 'Training Results List Extract' interface. On the left is a navigation menu with items like Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, and various filters. The main content area is titled 'Training Results List Extract' and includes a 'For Trainees from' section with a notice about restricted detail during working hours. Below this is the 'Selection and Sort Criteria' section, which contains several controls: 'Filter Enabled' (checked), 'Update Filter' and 'Store Settings' buttons, and a 'No Display (Export only)' checkbox. The 'Viewer Data' section has radio buttons for 'All', 'Movie Clips', 'Knowledge Test', 'Survey Responses', and 'RA Questionnaire', along with an 'Export to Spreadsheet' button. There are three dropdown menus for 'Group Selection', 'Department Group', and 'Training Set'. The 'Trainee Selection' section has radio buttons for 'Personal-Identifier' and 'Trainee-AKA'. The 'CBT Selection' section has a checked 'All CBT Packages' checkbox. The 'Dates Selection' section has a checked 'All Dates' checkbox. The 'Display Sort Order' section is highlighted with a blue box and a blue arrow pointing to it. It contains two dropdown menus: 'Top Level' (set to 'Date - Time') and 'Subsequent Levels' (set to '(none)'). Below this is the 'Display List Detail' section with radio buttons for 'Grouping', 'Trainee', 'Overall', 'Section', 'Q and A', and 'External Certification'.

Training Results List Extract

For Trainees from

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If you urgently require use of this page's download facility for greater levels of detail, please contact Human Focus who can do this for you.
:: ::

Selection and Sort Criteria

Filter Enabled **Update Filter** **Store Settings** No Display (Export only) :: Sorted by "

Viewer Data : All : Movie Clips : Knowledge Test : Survey Responses : RA Questionnaire :: **Export to Spreadsheet**

Group Selection Department Group Training Set

Trainee Selection Personal-Identifier Trainee-AKA

Select Type Starts with Contains Ends with

Filter text

CBT Selection All CBT Packages

Dates Selection All Dates

Display Sort Order

Top Level Subsequent Levels

Display List Detail Grouping Trainee Overall Section Q and A External Certification

► Display List Detail - needs to be changed from Trainees to Overall

The screenshot shows a web application interface for 'Training Results List Extract'. On the left is a navigation menu with items like Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes a section 'For Trainees from' with a note about restricted detail levels. Below this is the 'Selection and Sort Criteria' section, which contains various filters and selection options. A blue arrow points from the top text to the 'Overall' radio button in the 'Display List Detail' section, which is highlighted by a blue box. The 'Display List Detail' section has radio buttons for Grouping, Trainee, Overall (selected), Section, Q and A, and External Certification. Other sections include 'Viewer Data' with radio buttons for All, Movie Clips, Knowledge Test, Survey Response, and RA Questionnaire, and an 'Export to Spreadsheet' button. There are also dropdown menus for Site Location, Department Group, and Training Set, and radio buttons for Select Field (Personal-Identifier, Trainee-AKA) and Select Type (Starts with, Contains, Ends with). A 'Filter text' input field is also present.

► Once you have decided on each section please click on the “Update Filter” button. This will save the filters you have put in place.

The screenshot shows a web application interface for 'Training Results List Extract'. On the left is a navigation sidebar with items like Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, and various filters. The main content area is titled 'Training Results List Extract' and includes a section for 'For Trainees from' with a note about detail availability. Below this is the 'Selection and Sort Criteria' section, which contains several controls: 'Filter Enabled' (checked), an 'Update Filter' button (highlighted with a blue box and arrow), 'Store Settings', and a 'No Display (Export only)' checkbox. There are also 'Viewer Data' options (All, Movie Clips, Knowledge Test, Survey Response, RA Questionnaire) and an 'Export to Spreadsheet' button. The bottom section contains various selection criteria: 'Group Selection', 'Trainee Selection' (Personal-Identifier, Trainee-AKA), 'CBT Selection' (All CBT Packages), 'Dates Selection' (All Dates), 'Toolkit Selection' (All Toolkit), and 'Display Sort Order' (Top Level, Subsequent Levels). At the very bottom, there are radio buttons for 'Display List Detail' (Grouping, Trainee, Overall, Section, Q and A, External Certification).

- ▶ The system allows you to view the results on the system or export to spreadsheet. Please Note: the system will only show up to 1000 rows of information in the system, if the results go above this number you will only be able to export the information to a excel spreadsheet.
- ▶ Here is an example of what the report will be showing you if you leave the “Selection and Sort Criteria” on “All”. Please Note to view results on the system you will need to de tick the “No Display (Export Only)”

The screenshot shows the 'Training Results List Extract' interface. On the left is a navigation menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, DSE Assessments, and Trainee Search. The main content area is titled 'Training Results List Extract' and includes the following elements:

- For Trainees from:** A note stating 'The level of detail available is restricted during the working day, from 08:00 to 18:00. If you urgently require use of this page's download facility for greater levels of detail, please contact Human Focus who can do this for you.' followed by three dots.
- Selection and Sort Criteria:** A section containing:
 - 'Filter Enabled' with a checked checkbox, an 'Update Filter' button, and a 'Store Settings' button.
 - A dropdown menu currently set to 'No Display (Export only) :: Sorted by "' which is highlighted with a blue box.
 - A 'fewer Data' section with radio buttons for 'All' (selected and highlighted with a blue box), 'Movie Clips', 'Knowledge Test', 'Survey Response', and 'RA Questionnaire'. An 'Export to Spreadsheet' button is to the right.
 - Filtering options for 'Site Location', 'Department Group', and 'Training Set', each with a dropdown menu.
 - 'Trainee Selection' with radio buttons for 'Personal-Identifier' and 'Trainee-AKA' (selected).
 - 'CBT Selection' with a checked checkbox for 'All CBT Packages'.
 - 'Dates Selection' with a checked checkbox for 'All Dates'.
 - 'Toolkit Selection' with a checked checkbox for 'All Toolkit'.
 - 'Display Sort Order' with dropdown menus for 'Top Level' (set to 'Date - Time') and 'Subsequent Levels' (set to '(none)').
 - 'Display List Detail' with radio buttons for 'Grouping', 'Trainee', 'Overall' (selected), 'Section', 'Q and A', and 'External Certification'.

▶ You will see that this shows you the “Knowledge Test Result” and “Movie Section” of the Training Module.

Trainee AKA	jump									
Site/Location	Department	Training Set	Trainee WI	CBT Identifier	Initial Date/Time	Result DateTime	Answer	Quiz Type	Title	Viewer
Ireland	-	-	hardwicke003	741	12/09/2016 12:29:08	12/09/2016 14:32:40	Pass	Test	Fire Safety In Industry - What Everyone Needs To Know	Report
Ireland	-	-	hardwicke003	741	12/09/2016 12:29:08	12/09/2016 14:28:30	Done	Movie	Fire Safety In Industry - What Everyone Needs To Know	Report

▶ If you then change the option to “Knowledge Test” this will filter down your report to show just the knowledge section of each result.

The screenshot shows the filter configuration for the training reports. The 'Knowledge Test' option is selected under the 'Viewer Data' section. The 'All CBT Packages' checkbox is also checked. The interface includes a sidebar with navigation options and a main area with various filter settings like 'Site Location', 'Department Group', and 'Training Set'.

- ▶ At any stage you are able to export the information to an Excel Spreadsheet. The following sub menu will then appear...
- ▶ Click “OK” and a spreadsheet will download showing all information

The screenshot displays the Human Focus website interface. The top navigation bar includes the Human Focus logo, a language selection dropdown, a Google Translate notice, and the user name 'Stuart Robins, Human Focus International Ltd' with a 'Logout' link. The left sidebar contains a menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, and DSE Assessments. The main content area is titled 'Training Results List Extract' and includes a sub-section 'For Trainees from' with a note about restricted detail during working hours and a list of times. Below this is the 'Selection and Sort Criteria' section with various filters. A blue box highlights the 'Export to Spreadsheet' button. Overlaid on the page is a file opening dialog box titled 'Opening ReportList_Results20161011.csv'. The dialog shows the file name 'ReportList_Results20161011.csv' (21.0 KB) and asks 'What should Firefox do with this file?'. The 'Open with' option is selected, set to 'Microsoft Excel (default)'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

► Once you have Finished your report. You can click on “store settings” to save for next time.

The screenshot shows a web application interface for 'Training Results List Extract'. On the left is a navigation sidebar with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Training Reports, HF by Trainee, HF History, All Training, Training Matrix, and DSE Assessments. The main content area is titled 'Training Results List Extract' and contains the following elements:

- For Trainees from**: A note stating 'The level of detail available is restricted during the working day, from 08:00 to 18:00. If you urgently require use of this page's download facility for greater levels of detail, please contact Human Focus who can do this for you.' followed by three dots.
- Selection and Sort Criteria**: Includes a 'Filter Enabled' checkbox (checked), an 'Update Filter' button, a highlighted 'Store Settings' button, and a 'No Display (Export only) :: Sorted by "' checkbox (checked).
- Viewer Data**: Radio buttons for 'All', 'Movie Clips', 'Knowledge Test', 'Survey Response', and 'RA Questionnaire', along with an 'Export to Spreadsheet' button.
- Filters**:
 - Group Selection**: 'Site Location' and 'Department Group' dropdown menus.
 - Trainee Selection**: 'Select Field' with radio buttons for 'Personal-Identifier' and 'Trainee-AKA' (selected); 'Select Type' with radio buttons for 'Starts with', 'Contains' (selected), and 'Ends with'.
 - CBT Selection**: 'All CBT Packages' checkbox (checked).
 - Dates Selection**: 'All Dates' checkbox (checked).
 - Toolkit Selection**: 'All Toolkit' checkbox (checked).
 - Display Sort Order**: 'Top Level' and 'Subsequent Levels' dropdown menus, both currently set to '(none)'.
 - Display List Detail**: Radio buttons for 'Grouping', 'Trainee', 'Overall' (selected), 'Section', 'Q and A', and 'External Certification'.