

Setting up User Groups

User Groups have replaced Training Sets

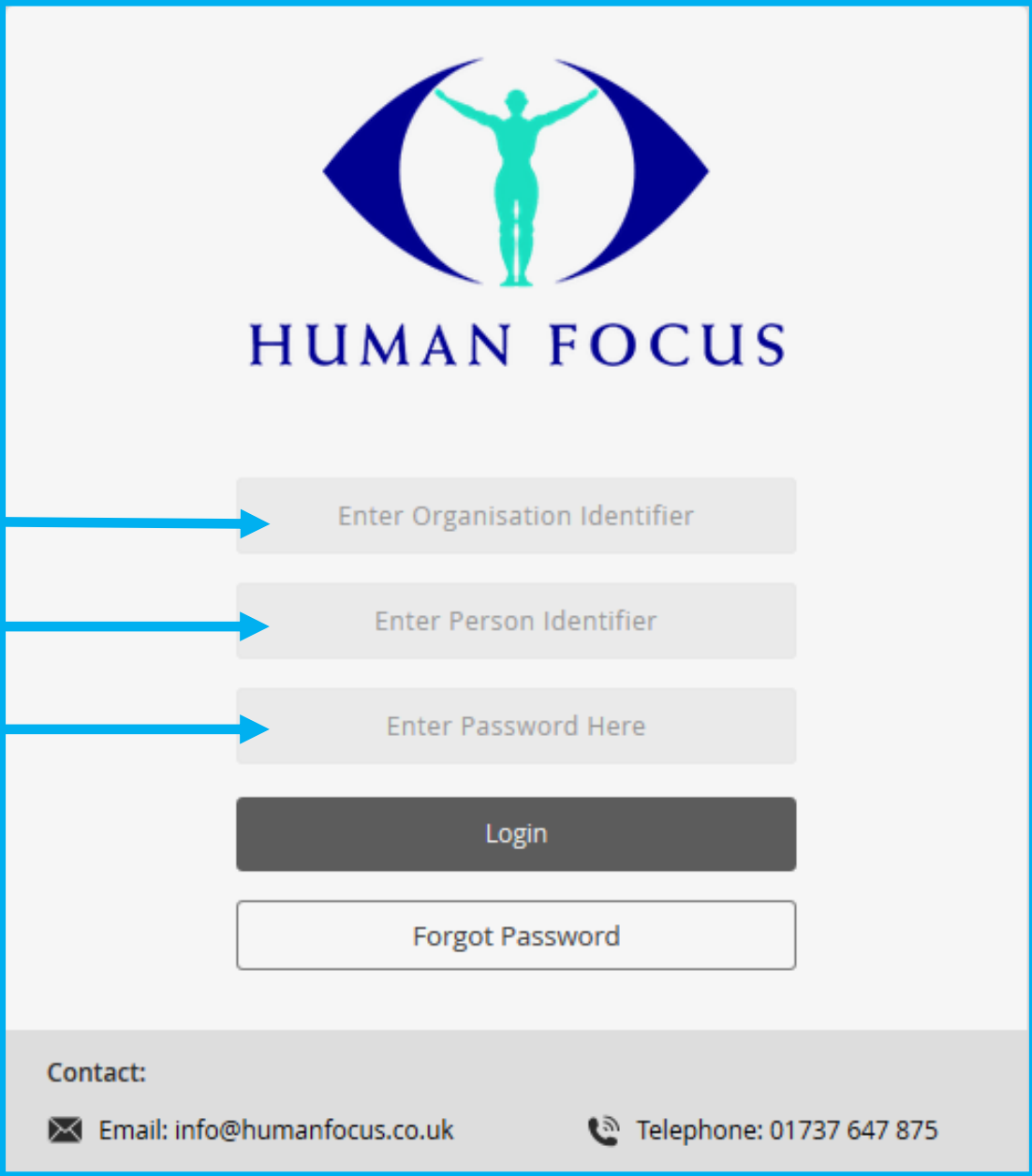
Trainees can be assigned Multiple User Groups

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 interface 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-like shape. Below the logo, the text "HUMAN FOCUS" is displayed in a blue, serif font. The login form contains three input fields, each with a light gray background and rounded corners. The first field is labeled "Enter Organisation Identifier", the second "Enter Person Identifier", and the third "Enter Password Here". Below these fields is a dark gray "Login" button and a white "Forgot Password" button with a thin black border. At the bottom of the interface, there is a gray footer section containing contact information: "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 Set up Groups

▶ Home page. Click on Administration - Configuration - Set Up Groups

The screenshot shows the HUMAN FOCUS web application interface. The top navigation bar includes the logo, a language selector, and user information. The left sidebar contains a menu with the following items: Home, Training & Guides, My Results, Content Builder, Reporting Dashboard, Administration (highlighted), Dashboard, Trainees, Training Reports, Configuration (highlighted), Account Set-up, Set Up Groups (highlighted), Supporting Docs, e-mail Usage, and e-mail alerts. The main content area displays a table of user groups with the following data:

	User Group	User Group Notes	No of Users	No of Programmes
	-		12	329
Delete	Cleaner		0	3
Delete	Engineer		4	6
Delete	Height		1	3
Delete	Manager		0	319
Delete	Office		4	15
Delete	Roofer		5	0
Delete	Sales		2	7
Delete	SNIPEF		1	8
Delete	test		0	6

Below the table is a pagination control showing '1' and '2'. On the right side, a modal window titled 'Insert new User Group' is open, containing input fields for 'User Group' and 'User Group Notes', and 'Insert' and 'Cancel' buttons.

▶ To add a new User Group (s) - type the name of the User Group into the text box and then click on “Insert”. This will add the new User Group to the table.



The screenshot shows the 'HUMAN FOCUS' Health and Safety Manager interface. The left sidebar contains navigation options: Home, Training & Guides, My Results, Content Builder, Reporting Dashboard, Administration, Dashboard, Trainees, Training Reports, Configuration, Account Set-up, Set Up Groups (highlighted), Supporting Docs, e-mail Usage, and e-mail alerts. The main content area features a table with columns: User Group, User Group Notes, No of Users, and No of Programmes. A 'Delete' button is present for each row. An 'Insert new User Group' dialog box is open, containing text input fields for 'User Group' and 'User Group Notes', and 'Insert' and 'Cancel' buttons. A blue arrow points from the text above to the dialog box.

	User Group	User Group Notes	No of Users	No of Programmes
	-		12	329
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Delete	test		0	6

Allocating Training to User Groups

Trainees can have multiple User Groups assigned to them

Access the Trainee Control section

From Home page click on Administration - Trainees - Trainee Control options on the navigation tree.

The screenshot shows the 'Control Assign Training' interface. On the left is a navigation tree with the following items: Home, Training & Guides, My Results, Content Builder, Reporting Dashboard, Administration (circled), Dashboard, Trainees (circled), Trainee Control (circled), Trainee Editor, External Training, Password Editor, Add Trainees, Training Reports, Configuration, Supporting Docs, and e-mail Usage. The main content area has tabs for 'CBT Internal', 'CBT External', 'CBT List', and 'CBT Internal Documents'. Below the tabs are three dropdown menus: 'Select Toolkit(s)' (All selected), 'Select Programme(s)' (All selected), and 'Select User Group(s)' (All selected). There are 'Apply Filter' and 'Reset' buttons. A table lists programmes with columns for 'User Group', 'Programme Title', 'Code', and checkboxes for 'harlietest', 'Driver', 'jasper test', 'jasper test23', and 'JCI'. 'Save Changes' and 'Export to Spreadsheet' buttons are at the top right. Two callout boxes with blue borders and arrows point to the 'CBT Internal' and 'CBT External' tabs.

Click CBT (Internal) - to access RoSPA Library

Click CBT (External) - to access 3rd party courses e.g. IOSH, UKATA

User Group	Programme Title	Code	harlietest	Driver	jasper test	jasper test23	JCI
	Measuring, Audit & Review 1 - Measurement Systems	1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Measuring, Audit & Review 2 - Measurement Systems	1001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Measuring, Audit & Review 3 - Report Writing	1002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Measuring, Audit & Review 4 - Audit & Review	1003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Planning & Implementing 4 - Principles of Risk Control	1004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Planning & Implementing 5 - Risk Control Options	1005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Filter by Toolkits, Programmes or Training Sets

- ▶ Click on All Selected and untick Select All. By selecting a particular Toolkit, Course or User Group, it will filter the table. Keep as is to see all courses in all User Groups.

Control Assign Training

CBT Internal CBT External CBT List CBT Internal Documents

Select Toolkit(s) Select Programme(s) Select User Group(s)

All selected All selected All selected

Click on All Selected and tick/untick Toolkit(s)/Programme(s) or User Group(s). When done click 'All Selected' again to close the menu. Then click Apply Filter

The following table will then appear. This is the CBT (Internal) page

List of all the courses on your account, going down the page

List of User Groups going across the page

Assign Programmes								Save Changes	Export to Spreadsheet
User Group		Select all / None	Cleaner	Engineer	Height	Manager	Office	Roofer	
Programme Title	Code		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Awareness Module 1 - Types and Properties of Asb...	10080	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Awareness Module 2 - Uses of Asbestos and Likely...	10081	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Awareness Module 3 - The Risks of Asbestos, Entr...	10082			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Awareness Module 4 - Asbestos Legislation	10083			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Awareness Module 5 - Emergency Procedures & Prot...	10084			<input checked="" type="checkbox"/>	<input type="checkbox"/>				
IATP Asbestos Awareness	10085			<input type="checkbox"/>	<input type="checkbox"/>				

Assign courses into user groups by ticking or unticking the boxes

When you are happy with your changes, click Save Changes