

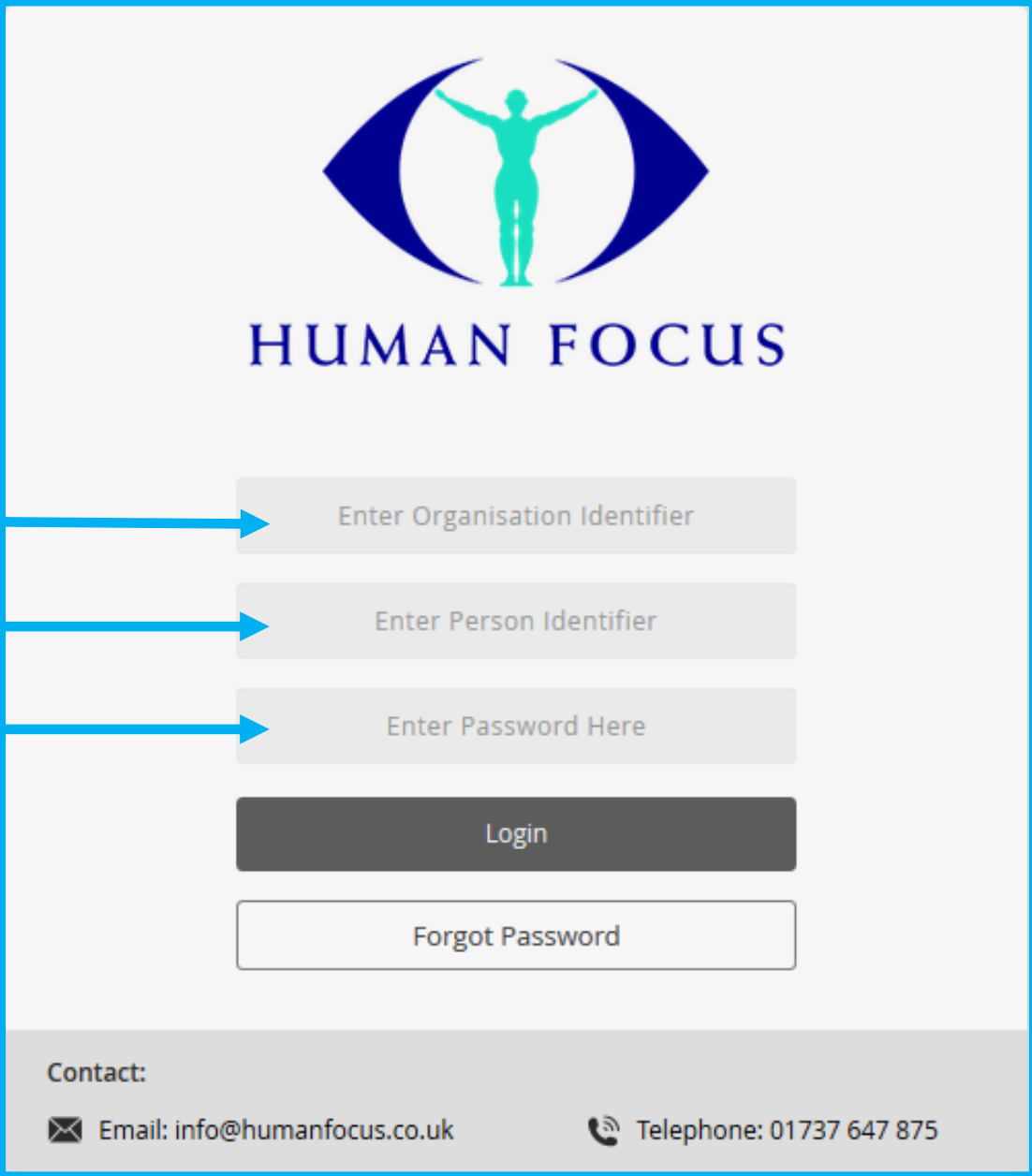
Adding Trainees to your account

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 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 form, 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 the Add Trainees section

- ▶ From Home page. Click on Administration - Trainees - Add Trainees options on the navigation tree. Select Add User(s)

The screenshot displays the Human Focus web application interface. The top header includes the logo, a language selection dropdown, a Google Translate notice, the user name 'Admin Manager User', a 'Logout' link, and a 'Chatbot' icon. The left navigation tree contains several items: 'Home', 'Training & Guides', 'My Results', 'Administration', 'Dashboard', 'Trainees', and 'Training Reports'. The 'Administration' and 'Trainees' items are circled in blue. Under 'Trainees', the 'Add Trainees' sub-item is also circled in blue. The main content area shows the 'Add User(s)' form, which is also circled in blue. This form includes a 'Select Organisation' dropdown set to 'Human Focus Webinar Demonstration Account' and a 'Trainee' dropdown. Below these are fields for 'Person Identifier', 'e-Mail Address', 'Trainee Type', 'Department', and 'User Group(s)'. To the right of the form are buttons for 'Change Password' and 'Edit Information'. At the bottom of the form are buttons for 'Send via e-Mail' and 'Send via SMS'.

This is the unique Person Identifier the employee will log on with

Email address of the employee. Please Note: this is an optional feature.

The employee's full name as you would like it to appear on certification.

Select Organisation
Human Focus Webinar Demonstration Account

Person Identifier

e-Mail Address

Trainee Type
Normal

Department

User Group(s)

Use Default Password

Submit

Trainee Name

Phone Number

Site Location

Training Set

Bulk Trainee Upload

- ▶ **Trainee type** - this option is defaulted to Normal. Normal means a standard employee access where Administration and Risk Management is not available
- ▶ **Champion** - will allow limited access to the Administration section. This will allow them to view results but do not have access to add/edit/delete any employees.
- ▶ **Sub-Manager** - Allowed the same access as the Manager Administrator but do not have access to the E-mail Alerts and parts of the Configure Section.

The screenshot displays the 'HUMAN FOCUS' user management interface. The top navigation bar includes the logo, a language selector, 'Powered by Google Translate', the user 'Admin Manager User', a 'Logout' link, and a 'Chatbot' icon. The left sidebar contains a menu with items: Home, Training & Guides, My Results, Administration, Dashboard, Trainees, Trainee Control, Trainee Editor, External Training, Password Editor, Add Trainees, and Training Reports. The main content area is titled 'Add User(s)' and features a 'Bulk Trainee Upload' button. The form includes the following fields: 'Select Organisation' (Human Focus Webinar Demonstration Account), 'Person Identifier', 'Trainee Name', 'e-Mail Address', 'Phone Number', 'Trainee Type' (Normal), 'Site Location', 'Department', 'Training Set', and 'User Group(s)'. A 'Use Default Password' toggle is also present. A blue arrow points to the 'Trainee Type' dropdown menu.

- ▶ Select the relevant option(s) for each section. Please note: some of these windows might be blank. If they are, please select the dash “ - “ in the drop down list.

The screenshot displays the 'Human Focus' Admin Manager User interface. The left sidebar contains a navigation menu with the following items: Home, Training & Guides, My Results (+), Administration (+), Dashboard, Trainees (+), Trainee Control, Trainee Editor, External Training, Password Editor, Add Trainees (highlighted), Training Reports (+), and Configuration (+). The main content area is titled 'Add User(s)' and includes a 'Bulk Trainee Upload' button. The form contains the following fields: 'Select Organisation' (dropdown menu with 'Human Focus Webinar Demonstration Account'), 'Person Identifier', 'e-Mail Address', 'Trainee Type' (dropdown menu with 'Normal'), 'Department' (dropdown menu), 'User Group(s)' (dropdown menu), 'Trainee Name', 'Phone Number', 'Site Location' (dropdown menu), and 'Training Set' (dropdown menu). A 'Use Default Password' toggle switch is also present. A 'Submit' button is located at the bottom of the form. Five blue arrows point to the dropdown menus for 'Select Organisation', 'Department', 'User Group(s)', 'Site Location', and 'Training Set'.

- ▶ You also have the option to put in a unique password for the employee(s) if you untick the “Use Default Passwords” you will be able to manually input your own.
- ▶ Once all details have been inputted correctly, please click “Submit”. This will register the employees to the account and they can start training. The page will refresh and clear all details.

The screenshot displays the 'Human Focus' Admin Manager User interface. The left sidebar contains navigation options: Training & Guides, My Results, Administration, Dashboard, Trainees, Trainees (with sub-options: Trainees Control, Trainees Editor, External Training, Password Editor, Add Trainees), Training Reports, Configuration, and Supporting Docs. The main content area is titled 'Add User(s)' and includes a 'Bulk Trainee Upload' button. The form fields are: Select Organisation (Human Focus Webinar Demonstration Account), Person Identifier, e-Mail Address, Trainees Name, Phone Number, Trainees Type (Normal), Site Location, Department, Training Set, and User Group(s). A blue box highlights the 'Use Default Passwords' toggle, which is currently turned on. Below this are fields for Password and Confirm Password, and a Submit button.

Bulk upload/archive trainees

Access the Add Trainees section

- ▶ From Home page. Click on Administration - Trainees - Add Trainees options on the navigation tree. Select Add User(s) and click Bulk Trainee Upload

The screenshot displays the Human Focus web application interface. The top header includes the logo, a language selection dropdown, a Google Translate notice, the user name 'Admin Manager User', a 'Logout' link, and a 'Chatbot' icon.

The left navigation menu contains the following items:

- Home
- Training & Guides
- My Results +
- Administration +
- Dashboard
- Trainees +
- Trainee Control
- Trainee Editor
- External Training
- Password Editor
- Add Trainees
- Training Reports +

The main content area shows the 'Add User(s)' form, which is highlighted with a blue circle. The form includes the following fields and options:

- Check Users (tab) and Add User(s) (tab, highlighted with a blue circle)
- Select Organisation: Human Focus Webinar Demonstration Account (dropdown)
- Bulk Trainee Upload (button, highlighted with a blue circle)
- Person Identifier (text input)
- Trainee Name (text input)
- e-Mail Address (text input)
- Phone Number (text input)
- Trainee Type: Normal (dropdown)
- Site Location (dropdown)
- Department (dropdown)
- Training Set (dropdown)
- User Group(s) (dropdown)
- Use Default Password (toggle switch, currently turned on)
- Submit (button)

Download Excel Template

The screenshot shows a web application interface for user management. At the top, there are two tabs: 'Check Users' and 'Add User(s)'. Below the tabs, there is a dropdown menu for 'Select Organisation' with 'Human Focus Webinar Demonstration Account' selected. To the right of this menu is a 'Bulk Trainee Upload' button. The main area contains several input fields: 'Person Identifier', 'e-Mail Address', 'Trainee Type' (set to 'Normal'), 'Department', 'User Group(s)', 'Use Default Password' (with a toggle switch), and 'Password'. A 'Submit' button is located at the bottom left of this section. A modal window titled 'Bulk Trainee Upload' is open in the center. It features a dashed box for file upload with the text 'Drag and drop or [Browse file](#)'. Below this is an 'Information' section with a blue header containing an information icon and the text 'Information'. The information text reads: 'You can upload Users in bulk by using Excel by following the steps below:'. A blue arrow points from the title 'Download Excel Template' to the first step: 'Download Excel Template'. Other steps include 'Fill the template having details for New and Archive users.' and 'Click the button "Upload" to import Users Information.'. At the bottom of the modal are 'Upload' and 'Close' buttons. The footer of the page includes contact information: 'info@humanfocus.co.uk' and 'www.hur...', and a 'Privacy Policy' link.

Check Users **Add User(s)**

Select Organisation
Human Focus Webinar Demonstration Account

Bulk Trainee Upload

Person Identifier

e-Mail Address

Trainee Type
Normal

Department

User Group(s)

Use Default Password

Password

Submit

Bulk Trainee Upload

Drag and drop or [Browse file](#)

Information

You can upload Users in bulk by using Excel by following the steps below:

- ▶ [Download Excel Template](#)
- ▶ Fill the template having details for New and Archive users.
- ▶ Click the button "Upload" to import Users Information.

Upload Close

info@humanfocus.co.uk www.hur... Privacy Policy

Complete template with all trainees you would like to add or archive.

State if they are a New trainee or if you would like to Archive an existing trainee

personIdent	Email	TraineeAKA	PhoneNumber	SiteLocation	Department	TrainingSet	User Group	userStatus
test001	test@test.com	Test User	+923235182616				-	Archive
ohnsmit	jsmit@test.co.uk	John Smith	+923235621187				-	New
oesoap	soap@test.co.uk	Joe Soap					Office	New

Once complete save the template file

Select completed template file by dragging it into this box or click Browse File

When the template file has been selected click Upload

Bulk Trainee Upload

Drag and drop or [Browse file](#)

Information

You can upload Users in bulk by using Excel by following the steps below:

- › [Download Excel Template](#)
- › Fill the template having details for New and Archive users.
- › Click the button "Upload" to import Users Information.

[Upload](#) [Close](#)

info@humanfocus.co.uk www.hf

Privacy Policy

Once the file has been uploaded the list of users will appear. You will see if they have been added or not and the reasons.



The screenshot shows a web interface for uploading users. At the top, there are two input fields for 'Password' and 'Confirm Password', followed by a blue 'Submit' button. Below this is a table with the following data:

Person Identifier	Trainee Name	Result	User Status
test001	Test User	User Created successfully.	New
johnsmith	John Smith	User already exists with this Person Identifier	New

All new trainees will be found in Administration > Trainees > Trainee Editor.

Archived trainees will be found in Administration > Trainees > Trainee Editor > Archived Trainees > Update Display