

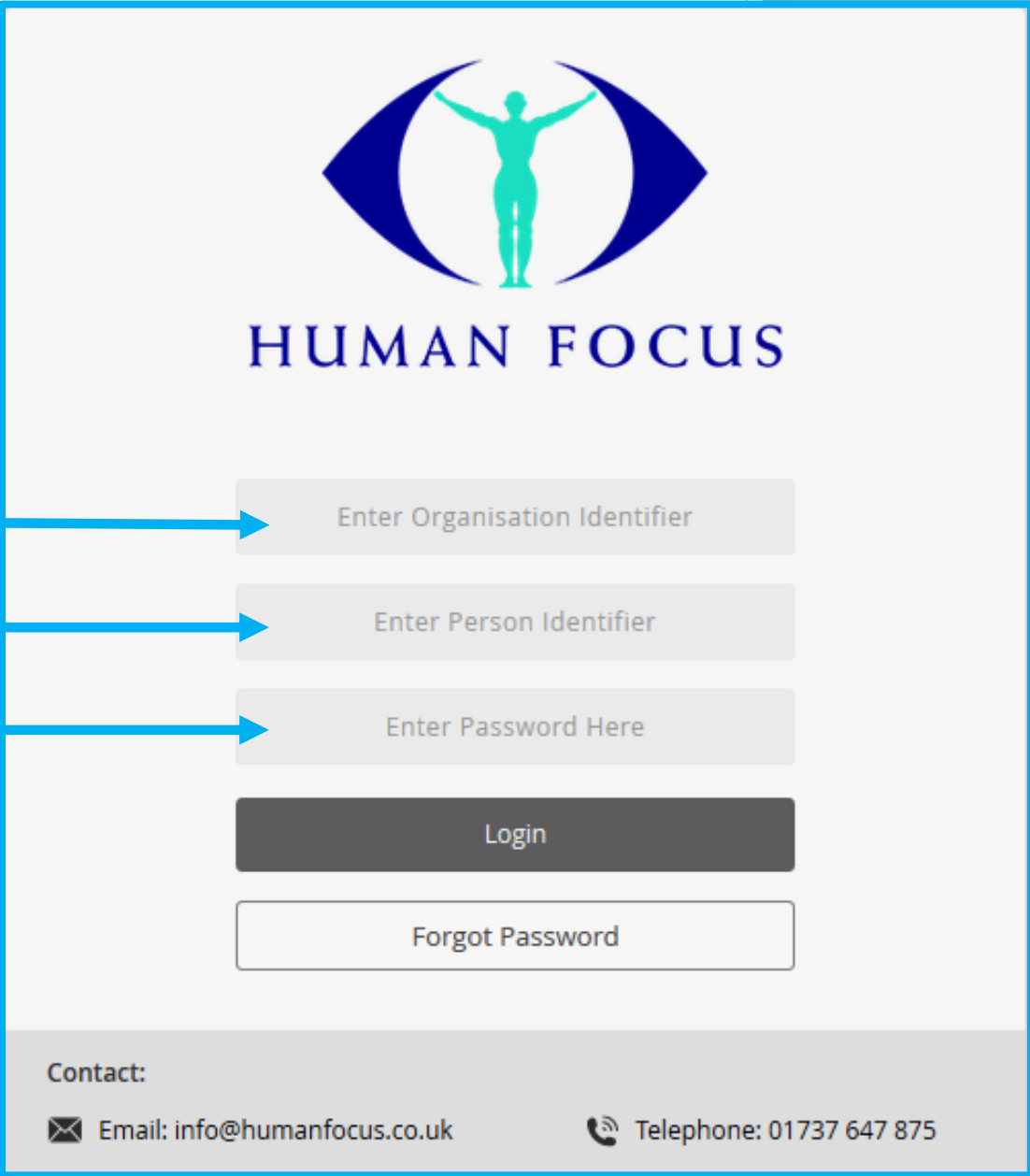
# **Uploading Trainees Photos**

# 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 form, there is a gray footer section containing contact information: "Contact:" followed by an email icon and "Email: info@humanfocus.co.uk" on the left, and a telephone icon and "Telephone: 01737 647 875" on the right. 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 Trainee Editor section

- ▶ From Home page. Click on Administration - Trainees - Trainee Editor options on the navigation tree.

**HUMAN FOCUS** | Select Language | Powered by Google Translate | Admin Manager User, Guest Demonstration Account - Not For Re-Printing | Logout

**Navigation Tree:**

- Home
- Training & Guides
- My Results
- Administration**
- Dashboard
- Trainees**
- Trainee Control
- Trainee Editor**
- External Training
- Password Editor

**Trainee Selection** [Help]

Please select the required Trainee to edit

Apply Filter  [Update Filter] Show:  Current Trainees  Archived Trainees

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

Select Field:  Personal-Identifier  Trainee-AKA | Select Type:  Starts with  Contains  Ends with | Filter text: [ ]

	Person Identifier	Trainee Type	E-Mail	Site-Location	Department	Training-Set	Trainee AKA	Registration date	Last Log-in	
Edit	paulacreman	Normal	none	Guy	-	External	Paul Acreman	2016-09-21	2016-09-21	Select
Edit	cherieneward	Normal	none	Guy	-	External	Cherlene Ward	2016-09-09	-	Select
Edit	michellekent	Normal	none	Jeremy	-	-	Michelle Kent	2016-09-09	2016-09-13	Select
Edit	safetynet	Normal	none	Jeremy	-	-	Safetynet	2016-09-07	2016-09-12	Select

Search for the employee who you wish to edit or archive.

**Trainee Selection** Help

Please select the required Trainee to edit

Apply Filter  **Update Filter** Show:  Current Trainees  Archived Trainees

Site Location: - Department Group: - Training Set: -

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

	<u>Person Identifier</u>	<u>Trainee Type</u>	<u>E-Mail</u>	<u>Site-Location</u>	<u>Department</u>	<u>Training-Set</u>	<u>Trainee AKA</u>	<u>Registration date</u>	<u>Last Log-in</u>	
Edit	paulacremen	Normal	none	Guy	-	External	Paul Acreman	2016-09-21	2016-09-21	Select
Edit	cherieneward	Normal	none	Guy	-	External	Cherlene Ward	2016-09-09		Select
Edit	michellekent	Normal	none	Jeremy	-	-	Michelle Kent			Select
Edit	safetynet	Normal	none	Jeremy	-	-	Safetynet			Select
Edit	radian	Normal	none	Lucy	-	-	Radian			Select
Edit	isa	Normal	none	Paul	-	-	Isa - GUEST LOGIN			Select
Edit	petersutton	Normal	none	Jeremy	-	-	Peter Sutton	2016-08-25	2016-08-30	Select
Edit	christiansheridan	Normal	none	Paul	-	-	Christian Sheridan	2016-08-16	-	Select
Edit	craigames	Normal	none	Guy	-	External	Craig Eames	2016-08-16	2016-09-01	Select
Edit	leonardrobertson	Normal	none	Paul	-	-	Leonard Robertson	2016-08-16	2016-08-26	Select

1 2 3 4

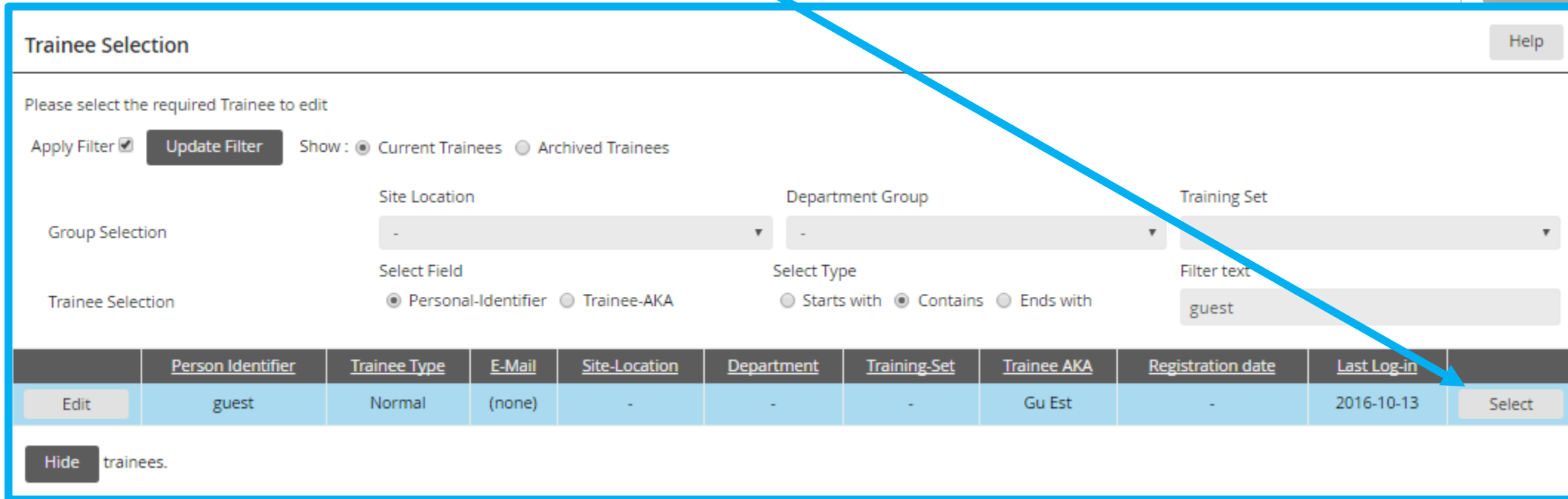
Search or employees by Site Location, Department and/or Training Set

Click Update Filter, once you have made your selections

Search for employees by Person Identifier/Trainee AKA

Search for employees by page

▶ Select the employee on the right hand side. They will turn blue.



**Trainee Selection** Help

Please select the required Trainee to edit

Apply Filter  Update Filter Show :  Current Trainees  Archived Trainees

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

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

	<u>Person Identifier</u>	<u>Trainee Type</u>	<u>E-Mail</u>	<u>Site-Location</u>	<u>Department</u>	<u>Training-Set</u>	<u>Trainee AKA</u>	<u>Registration date</u>	<u>Last Log-in</u>	
<span>Edit</span>	guest	Normal	(none)	-	-	-	Gu Est	-	2016-10-13	<span>Select</span>


Hide trainees.

▶ Scroll down to the bottom of the page to Upload Trainee Photograph.

▶ At the bottom of the page you will see the following.

1. Browse for the photo you wish to upload

3. The photo will appear here.

Upload Trainee Head-and-Shoulders Photograph	Photograph Style	Current Photograph
Upload Image File		
Upload Photograph File Location <input type="button" value="Browse..."/> No file selected.		
File types allowed 'png, gif, jpeg, jpg' : Max file size 1Mbyte. Large files can take a number of seconds to upload, please be patient. <i>If you would like to shrink or crop your photo first, <a href="#">try this web-site.</a></i>		
<input type="button" value="Upload Photo"/>		Example Photo

2. Upload the photo by clicking here.

▶ The photo will need to be saved as a png, gif, jpeg or jpg file. Maximum file size is 4 Mbyte.

▶ Large files can take a moment to upload, please be patient.

# Trainees uploading their own photo

- ▶ On the Trainees Home Page, select 'Upload Photo' under Training Card.

The screenshot displays the Human Focus web application interface. At the top left is the Human Focus logo. The top navigation bar includes a language selection dropdown, a 'Powered by Google Translate' notice, and user information: 'Admin Manager User, Guest Demonstration Account - Not For Re-Printing' with a 'Logout' link. A blue arrow points from the text above to the 'Upload Photo' button in the Training Card section.

**Navigation Menu:**

- Home
- Undertake Training
- My Results +

**Profile Section:**

Name:	Admin Manager User	<a href="#">Edit</a>
Organisation:	Guest Demonstration Account - No	
Email:	sarah@humanfocus.co.uk	
Mobile No.:	-	

**Dashboard Section:**

Training Set:	-
Department:	-
Site / Location:	-

**Training Card Section:**

		<a href="#">Print</a>
<a href="#">Upload Photo</a>	PC5NCFXM10	

▶ This pop up will appear.

Training Set: [X]

Upload Trainee Head-and-Shoulders Photograph

Click 'Choose Photo' to select your photo. Your photo will appear here.

Click 'Upload' when you have selected your photo

File types allowed 'png, gif, jpeg, jpg' : Max file size 4Mbyte. Large files can take a number of seconds to upload, please be patient. If you would like to shrink or crop your photo first, try this [web-site](#).

Close

If your photo is too large, you can click here to resize it.

▶ The photo will need to be saved as a png, gif, jpeg or jpg file. Maximum file size is 4 Mbyte.

▶ Large files can take a moment to upload, please be patient.