

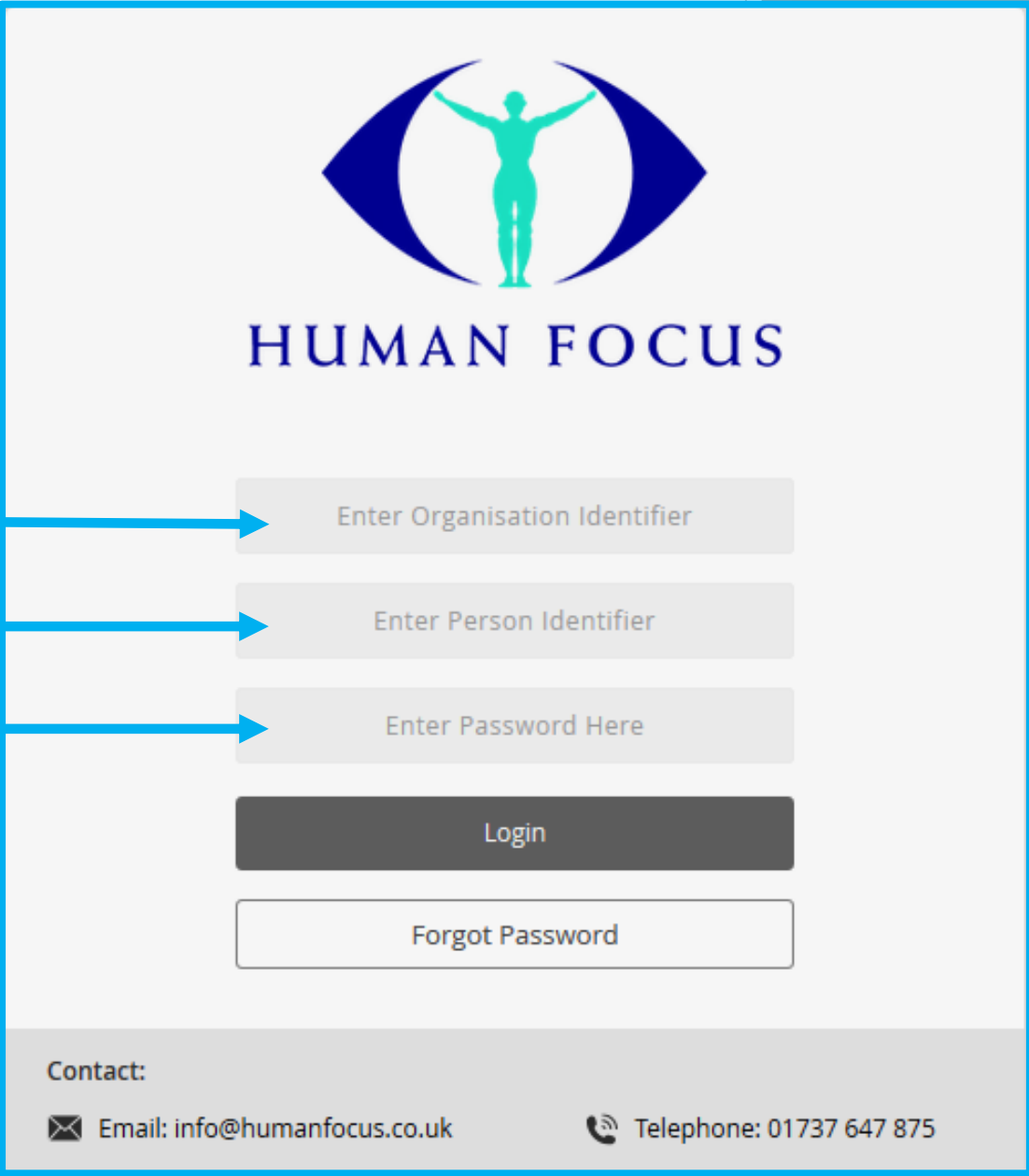
# *Training Matrix*

# 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 large, dark blue eye shape. Below the logo, the text "HUMAN FOCUS" is displayed in a dark 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 button labeled "Login". At the bottom of the form is a white button with a thin black border labeled "Forgot Password". At the bottom of the page, there is a gray footer area 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 Training Matrix

► Home page. Click on Administration - Training Reports - Training Matrix

**HUMAN FOCUS** | Select Language | Powered by Google Translate | Guest Trainee, Human Focus International Ltd | Logout

### Training Matrix Report

A Report consisting of groupings of Trainees against Training/Training-Sets, for both HFI and External Training Courses.

#### Select Settings and Filter

**Update Display** **Store Settings**

Selection Summary	<input type="radio"/> none : <input type="radio"/> Overall only : <input checked="" type="radio"/> Major + T-Set : <input type="radio"/> All Groups <input type="radio"/> Complete	<input checked="" type="checkbox"/> Remove Empty Rows
Trainee Grouping	<input checked="" type="radio"/> Site-Location : <input type="radio"/> Department : <input type="radio"/> Training-Set	Trainee Title: <input type="radio"/> PI : <input type="radio"/> AKA : <input checked="" type="radio"/> PI + AKA : <input type="radio"/> AKA + PI
Report Type	<input type="radio"/> No Report : <input type="radio"/> Training-Set Sparse : <input checked="" type="radio"/> Training-Set Stacked : <input type="radio"/> All Training : <input type="radio"/> All Trainees	
Report Format	<input checked="" type="radio"/> Text : <input type="radio"/> Bar : <input type="radio"/> Spot	<input type="checkbox"/> Show Summaries
Report Group Filters	Site/Location: (All) Department: (All)	Training-Set: (All)

**Select Display Grouping** **Hide**

**Export Select**

Training-Set															
Site/Location	Department	(Total)	(none) (all courses)	Barbara (no courses)	Emma Loubser (no courses)	Hayley Ward (no courses)	HF Training (no courses)	Induction (no courses)	IOSH Managing Safely (no courses)	May Loubser (no courses)	Nick Scherf (no courses)	Office (no courses)	Painter & Decor (no courses)	Temp (no courses)	test (no courses)

# Select Settings and Filter

- ▶ To organise the matrix by training sets, select 'Major + T-Set', 'Training-Set' and 'Training-Set Stacked'.

**Training Matrix Report**

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**Select Settings and Filter**

**Update Display** **Store Settings**

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Report Type	<input type="radio"/> No Report : <input type="radio"/> Training-Set Sparse : <input checked="" type="radio"/> Training-Set Stacked <input type="radio"/> All Training : <input type="radio"/> All Trainees	
Report Format	<input checked="" type="radio"/> Text : <input type="radio"/> Bar : <input type="radio"/> Spot	<input type="checkbox"/> Show Summaries
Report Group Filters	Site/Location: (All) ▼	Department: (All) ▼
		Training-Set: (All) ▼

Click 'Update Display' to show the matrix below Screen Display Grouping.

Once you have selected your preferences, click 'Store Settings' to save them.







# Screen Display Grouping

- ▶ This shows a brief overview of how much training has been taken, in each training set.

Select Display Grouping
Hide

Export Select

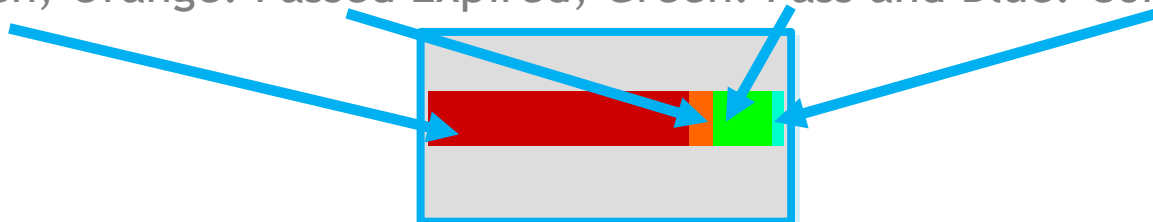
Export the Screen Display Grouping

		Training-Set								
Department	(Total)	(none) (all courses)	Barbara (2 courses)	Caroline (49 courses)	Emma Loubser (12 courses)	Hayley Ward (24 courses)	HF Training (220 courses)	Induction (6 courses)	IOSH Managing Safely (no courses)	
(Totals)	 22 % (21)	9 Trainees	0	0	 8 % (1)	 0 % (1)	 1 % (1)	0	0	
(Total)	 1 % (8)	5 Trainees	0	0	1 Trainee	1 Trainee	1 Trainee	0	0	
(none)	6 Trainees	5 Trainees	0	0	0	0	1 Trainee	0	0	
" Proof reader	2 Trainees	0	0	0	1 Trainee	1 Trainee	0	0	0	
Ireland (Total)	1 Trainee	1 Trainee	0	0	0	0	0	0	0	
" (none)	1 Trainee	1 Trainee	0	0	0	0	0	0	0	
Reigate (Total)	 67 % (12)	3 Trainees	0	0	0	0	0	0	0	
" (none)	12 Trainees	3 Trainees	0	0	0	0	0	0	0	

Summary Graphics refer to training assigned to a Training-Set only. Cell body count is only an indicator of download size.

- ▶ Summary Bar explained

Red: Not Taken, Orange: Passed Expired, Green: Pass and Blue: Completed.





# Trainee / Training-Set Stacked Matrix

- ▶ The training matrix will clearly show you all your trainees training, what has been passed, failed, not taken, expiring, expired and done/completed.

Trainee / Training-Set Stacked Matrix

Cells per row:  5:  8:  12:  20:  32:  50: [Export Report](#)

Training-Set	Site/Location	Department	Trainee Identifier	Summary	Training					
"	Reigate	(none)	Training-Set Summary							
"	"	"	dmungham : Doreen Mungham	e-Mail 	<b>Pass Expired</b> 02 Nov 2010 HFI Accident Investigation - Introduction To The Principles	<b>Pass Expired</b> 17 May 2013 HFI Basic First Aid At Work	<b>Pass Expired</b> 01 Dec 2009 HFI Coping with Stress In Offices - What Everyone Needs To Know	<b>Done</b> 11 Apr 2016 HFI Display Screen Work - Trainee Risk Assessment	<b>Pass</b> 07 Apr 2016 HFI Display Screen Work - What Everyone Needs To Know	<b>Pass</b> 11 Apr 2016 HFI Employee Awareer What Everyone Ne Know About Sick Absence
"	"	"	gschrecker : Guy Schrecker	e-Mail 	<b>Pass</b> 23 Jun 2016 HFI Accident Investigation - Introduction To The Principles	<b>Pass</b> 19 Sep 2014 HFI Basic First Aid At Work	<b>Pass</b> 18 Sep 2014 HFI Coping with Stress In Offices - What Everyone Needs To Know	<b>Done</b> 23 Oct 2015 HFI Display Screen Work - Trainee Risk Assessment	<b>Pass</b> 23 Oct 2015 HFI Display Screen Work - What Everyone Needs To Know	<b>Pass</b> 01 Oct 2014 HFI Employee Awareer What Everyone Ne Know About Sick Absence
"	"	"			<b>not taken</b> HFI Manual Handling In Offices - What Everyone Needs To Know					

Click on 'Pass' to view the certificate

Export the matrix into Excel

Summary Bar