

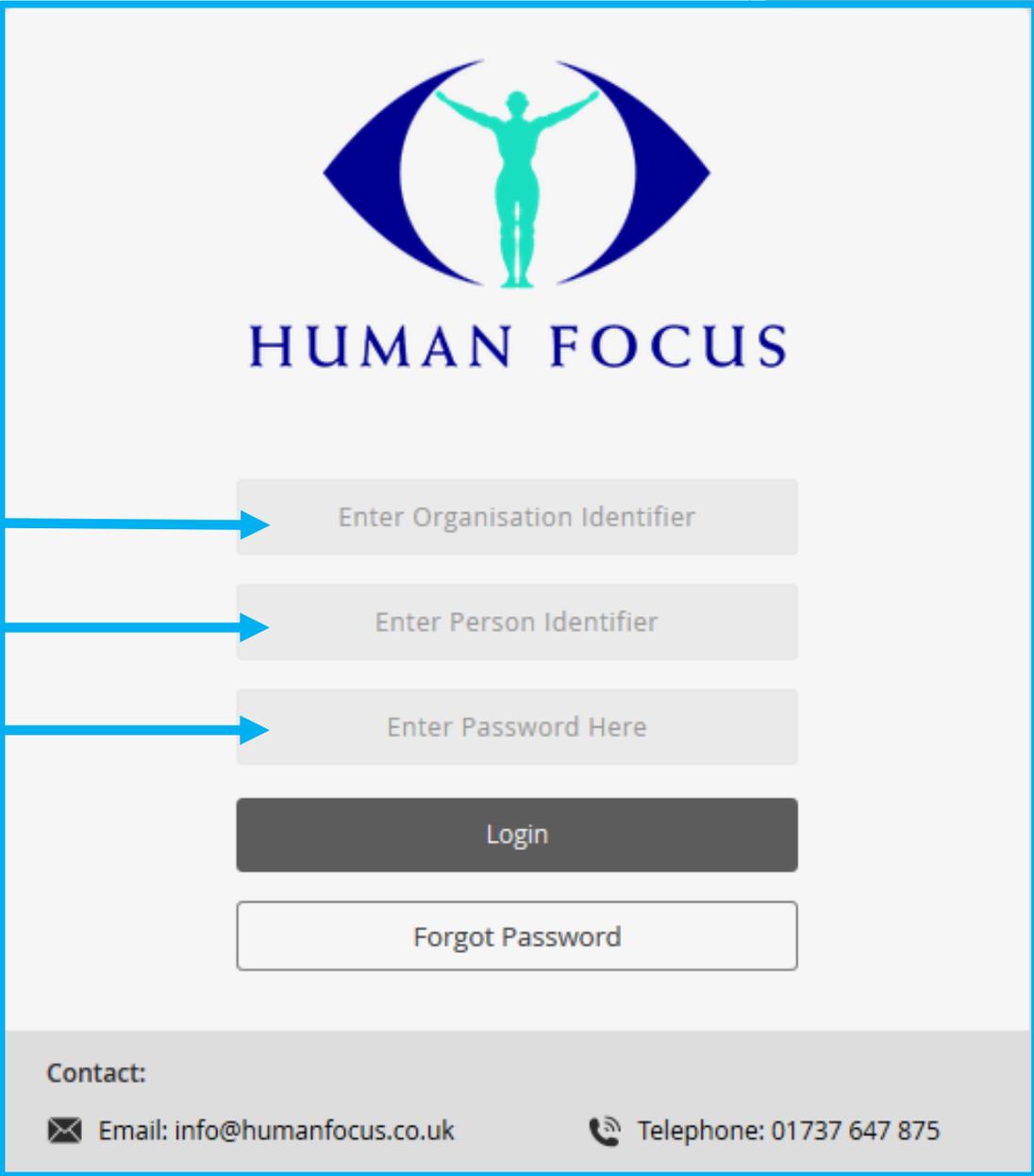
Uploading external training to
your account

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 form 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 shape. Below the logo, the text "HUMAN FOCUS" is displayed in a blue, serif font. The 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 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
- Add Trainees

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: Select Type: Filter text:

Personal-Identifier Trainee-AKA Starts with Contains Ends with

	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	craigeames	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

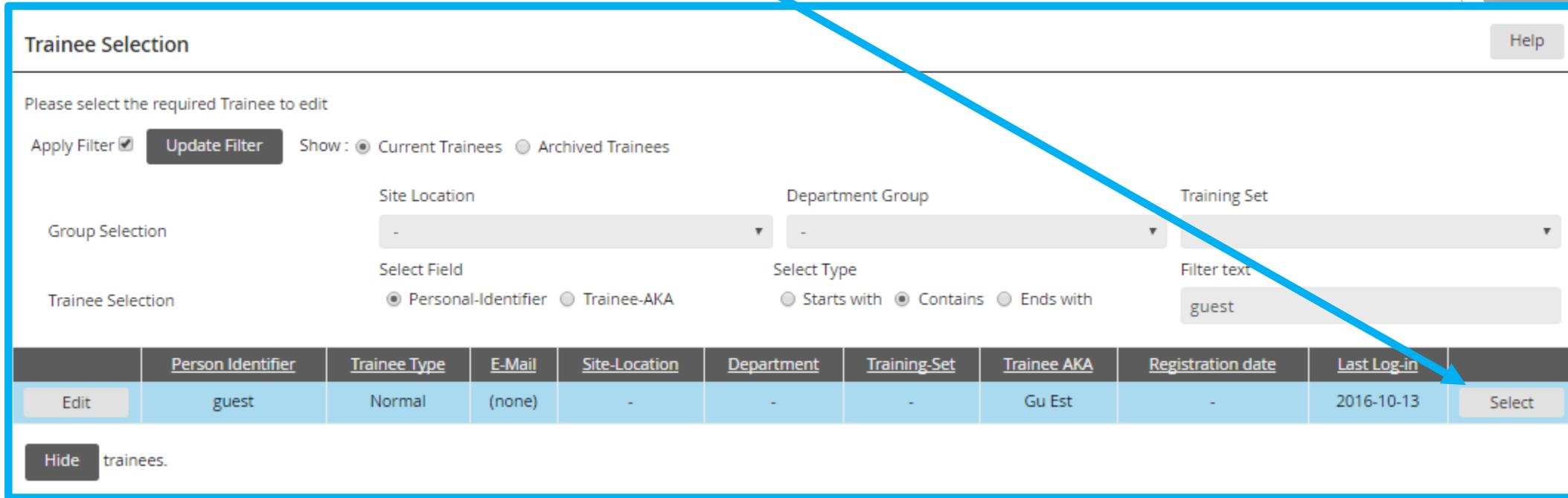
Search or employees by Site Location, Department and/or Training Set

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>	
Edit	guest	Normal	(none)	-	-	-	Gu Est	-	2016-10-13	Select

Hide trainees.

▶ Scroll down to the bottom of the page to view External Training.

▶ Here, you can see all external training already uploaded and upload further training.

1. See if the training is in the list of External Training Courses.

2. If it is, choose the correct qualification.

Add External Training

List of External Training courses: Internal ▼ Training Title: Work with Chainsaw ▼

Check if External Training not in List - Use free text entry

Select Date of the completed training: Oc ▼ 2016 ▼

Image of Certificate File:
Select Certificate Image Selected File: No File Selected Check this box if you do not have a certificate

Note: File types allowed 'png, gif, jpeg, jpg, pdf' : Max file size 4Mbyte.

Submit Training Record

3. Select the date the training was completed.

4. Find the certificate or tick if you do not have a certificate

5. Upload the training

If you cannot find the training in the list of External Training Courses, please tick this box.

► Now you can add in the training manually.

1. Type in the training and qualification details

2. Type in how many months the qualification is valid. If it is perpetual, use '-1'.

Add External Training

Write-in External Training details

Title of Training

No. of months Valid for
(0=unknown, -1=perpetual)

Check if External Training not in List - Use free text entry

Select Date of the completed training

Oct

2016

3. Select the date the training was completed.

Image of Certificate File:

Select Certificate Image

Selected File: No File Selected

Check this box if you do not have a certificate

Note: File types allowed 'png, gif, jpeg, jpg, pdf' : Max file size 4Mbyte.

4. Find the certificate or tick if you do not have a certificate

Submit Training Record

5. Upload the training

► Please note that the certificate will need to be a png, gif, jpeg, jpg or pdf file and the max size is 4 Mbyte.

Trainees can upload their own External Training

- ▶ Go to My Results and My External Training on the navigation tree.

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

Navigation Menu:

- Home
- Training & Guides
- My Results** (+)
- My HF Results
- My External Results** (+)
- Administration (+)
- e-Checklists & Guides (+)
- Risk Assessment (+)

My Training Records

External Training Records

There are no External Training Records

Note:
These status advice are advisory only and may be subject to error as dates have been entered manually by the trainee.

Add External Training

List of External Training courses: Internal | Training Title: Work with Chainsaw

Check if External Training not in List - Use free text entry

Select Date of the completed training: Oct 2016

Image of Certificate File:
Select Certificate Image | Selected File: No File Selected | Check this box if you do not have a certificate

Note: File types allowed 'png, gif, jpeg, jpg, pdf' : Max file size 4Mbyte.

Submit Training Record