

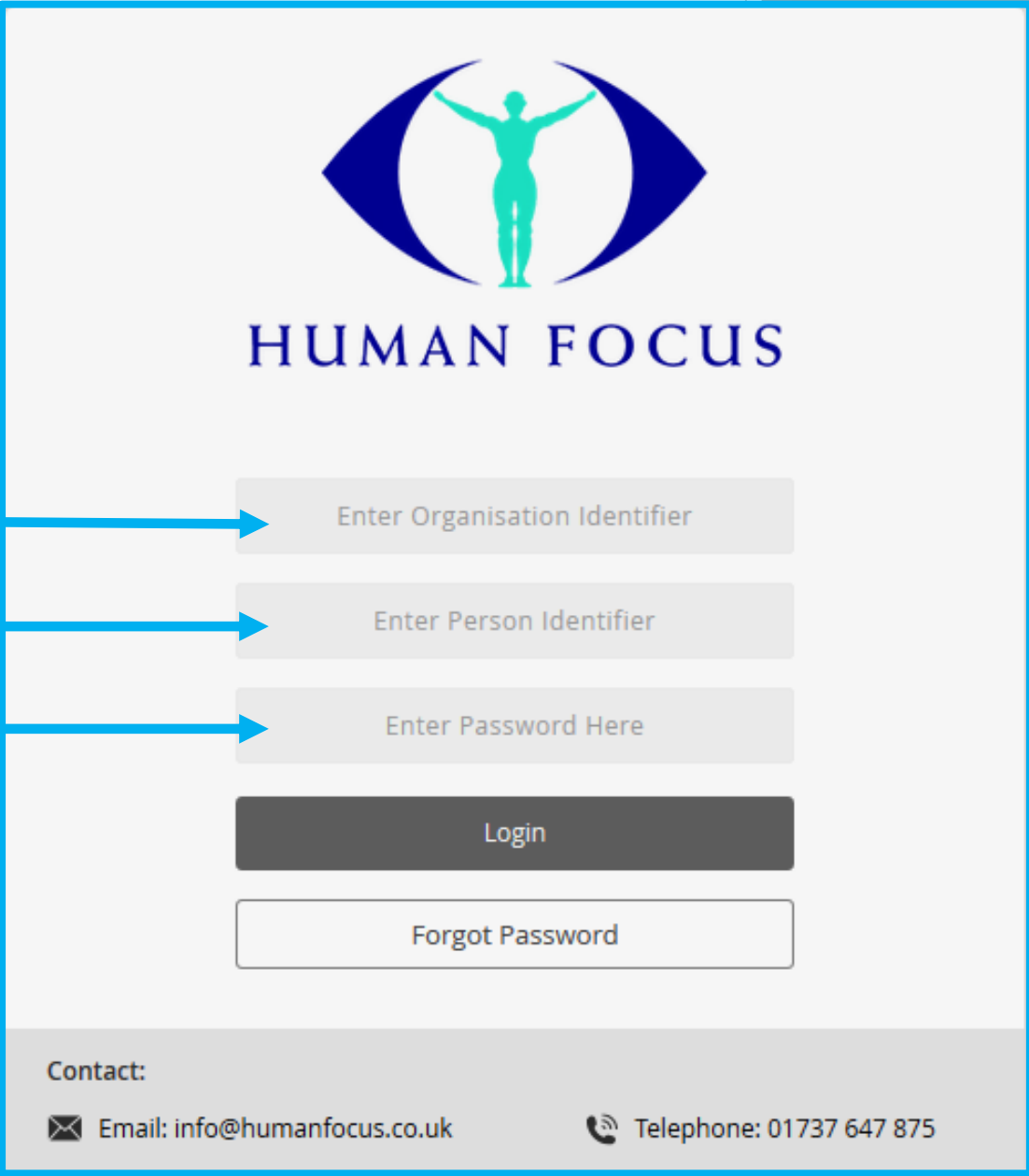
Uploading Your Documents

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

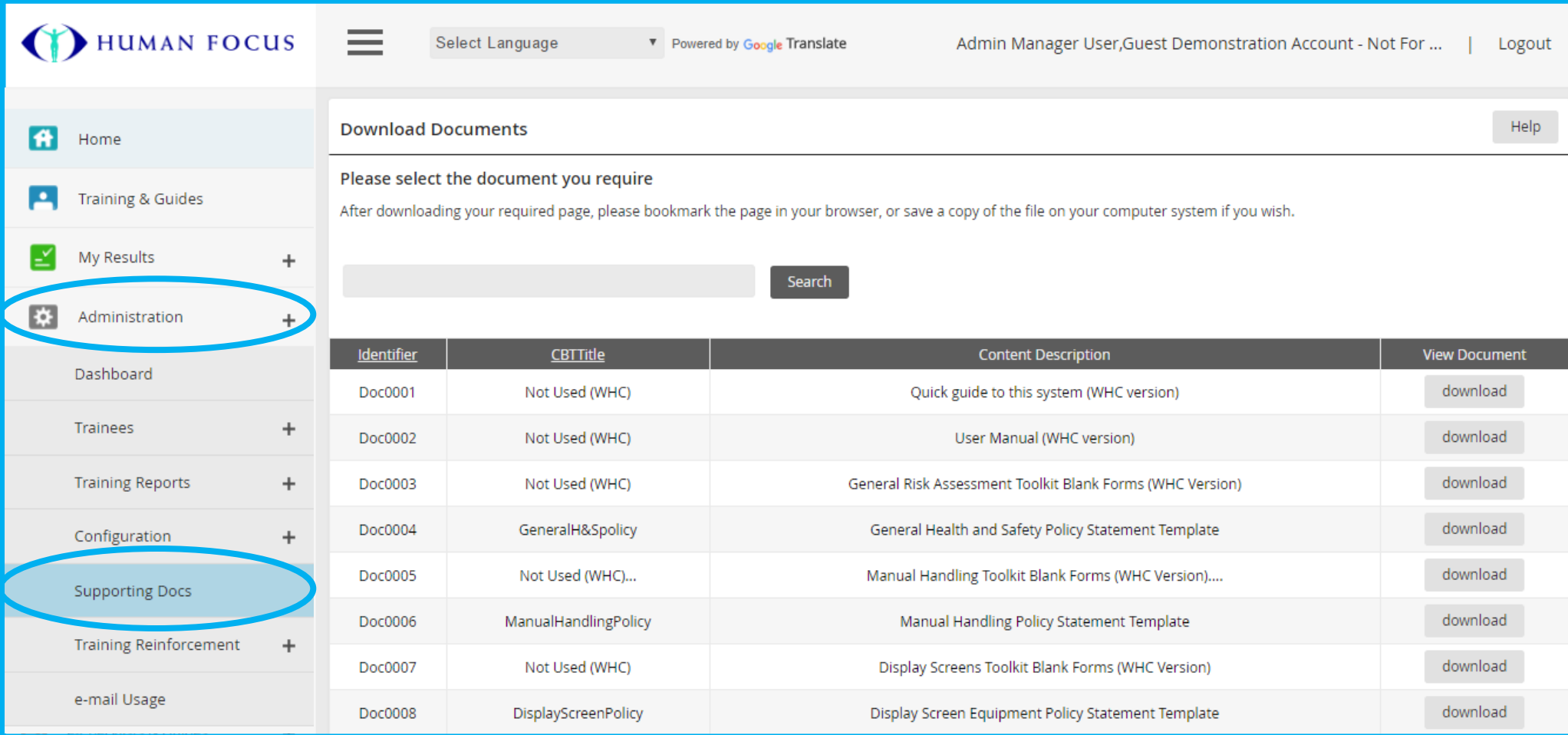
Contact:

Email: info@humanfocus.co.uk

Telephone: 01737 647 875

Access the Trainee Editor section

- ▶ From Home page click on Administration - Supporting Documents options on the navigation tree.



The screenshot shows the Human Focus Admin Manager interface. The top navigation bar includes the Human Focus logo, a language selection dropdown, and the text "Powered by Google Translate". The user is identified as "Admin Manager User, Guest Demonstration Account - Not For ...".

The left navigation menu is highlighted with a blue border. The "Administration" menu item is circled in blue, and the "Supporting Docs" sub-menu item is also circled in blue. Other menu items include Home, Training & Guides, My Results, Dashboard, Trainees, Training Reports, Configuration, Training Reinforcement, and e-mail Usage.

The main content area is titled "Download Documents" and contains a search bar and a "Search" button. Below the search bar is a table of documents:

Identifier	CBTitle	Content Description	View Document
Doc0001	Not Used (WHC)	Quick guide to this system (WHC version)	download
Doc0002	Not Used (WHC)	User Manual (WHC version)	download
Doc0003	Not Used (WHC)	General Risk Assessment Toolkit Blank Forms (WHC Version)	download
Doc0004	GeneralH&Spolicy	General Health and Safety Policy Statement Template	download
Doc0005	Not Used (WHC)...	Manual Handling Toolkit Blank Forms (WHC Version)....	download
Doc0006	ManualHandlingPolicy	Manual Handling Policy Statement Template	download
Doc0007	Not Used (WHC)	Display Screens Toolkit Blank Forms (WHC Version)	download
Doc0008	DisplayScreenPolicy	Display Screen Equipment Policy Statement Template	download

- ▶ From here, scroll to the bottom of the page.

Uploading documents

Upload File Details	
CBT Identifier	*****
CBT Title	
CBT Description	
CBT ToolKit	--- Select Toolkit ---
Choose File	No file chosen
Upload Document	

1. Insert CBT Title - Title that will appear

2. Add an optional description of the document

3. Add to a toolkit - this will be a dropdown list of all toolkits in your account.

4. Browse and find the document

5. Upload Document

▶ Your document will then appear in the list above with a document number auto generated.

			Identifier	CBTTitle	Content Description	Toolkit Name	View Document
Edit	Delete	Select	DocHum0154	test doc for system	Test Doc	Hot Works	download
Edit	Delete	Select	DocHum0152	Upload Doc Test	Test Doc	Hot Works	download
Edit	Delete	Select	DocHum0144	HR0001	HR Test Document		download

[Order down](#) [Order Up](#)

Edit, Delete or Select the document.

View the Document by clicking 'download'

Upload File Details

CBT Identifier	*****
CBT Title	
CBT Description	
CBT Toolkit	--- Select Toolkit ---
Choose File	No file chosen
Upload Document	

View uploaded documents in Show All

- ▶ From Home page click on Undertake Training options on the navigation tree. Click on 'Show All' or choose the Toolkit it was put under.

The screenshot displays the Human Focus website interface. The top navigation bar includes the logo, a language selector, a Google Translate notice, and user information. The left sidebar contains a navigation menu with 'Training & Guides' highlighted. The main content area features a 'Select Subject' section with a search bar and a 'Showing: My Group' indicator. Below this, there are four filter buttons: 'Show All', 'All New', 'Specials', and 'By Job'. The 'Show All' button is circled in blue. Underneath, the 'Access to subjects:' section lists ten training topics, each with an icon and a label. The 'Fire Safety' icon and label are circled in blue. Two blue arrows originate from the top text: one points to the 'Show All' button, and the other points to the 'Fire Safety' icon.

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

Navigation Menu:

- Home
- Training & Guides**
- My Results +
- Administration +
- e-Checklists & Guides +
- Risk Assessment +
- Create Training +
- e-Competency Assessment +

Select Subject | Search | Showing: My Group

Please select the required training topic

Filter Buttons:

- Show All
- All New
- Specials
- By Job

Access to subjects:

- Accident Investigation
- UKATA Asbestos
- Confined Space Entry
- Display Screen Equipment
- Electrical Safety
- Environmental Protection
- Fire Safety**
- First Aid
- Food Safety
- General Health & Safety

▶ A table will appear of all training.

The screenshot shows the Human Focus website interface. At the top, there is a navigation bar with the Human Focus logo, a language selection dropdown, and the text "Powered by Google Translate". The user is identified as "Guest Trainee, Human Focus International Ltd" with a "Logout" link. A sidebar on the left contains navigation links: Home, Training & Guides (highlighted), My Results, Administration, and e-Checklists & Guides. The main content area is titled "Select Programme" and includes a search bar and a "Showing: My Group" indicator. Below this is a table of training programmes with columns for Programme Title, Code, Last Date, and Outcome. Each row has a "View" button.

	Programme Title	Code	Last Date	Outcome
View	Measuring, Audit & Review 1- Introduction to Measuring Health & Safety	1000	--- none ---	Not Viewed
View	Measuring, Audit & Review 2 - Measurement Systems	1001	--- none ---	Not Viewed
View	Measuring, Audit & Review 3 - Report Writing	1002	--- none ---	Not Viewed

▶ Scroll to the bottom of the page. You will see Download User Documents.

View the Document by clicking 'download'

The screenshot shows the "Download User Documents" section of the website. It includes a heading, instructions to select a document and save it, and a table of documents. Each row has a "View Document" button. A blue arrow points from the text box on the left to the first "View Document" button.

	Identifier	CBTitle	Content Description
View Document	DocHum0144	HR0001	HR Test Document
View Document	DocHum0152	Upload Doc Test	Test Doc
View Document	DocHum0154	test doc for system	Test Doc

Assigning Documents to Training Sets

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

The screenshot shows the Human Focus Admin Manager interface. The top header includes the logo, a language selector, and the user name 'Admin Manager User, Guest Demonstration Account - Not For ...'. The left navigation tree contains several items: Home, Training & Guides, My Results, Administration (circled in blue), Dashboard, Trainees (circled in blue), Trainee Control (circled in blue), Trainee Editor, External Training, Password Editor, and Add Trainees. The main content area is titled 'Trainee Training Control' and contains a message 'Please select the required View'. Below this is a 'Control Grid Style' section with radio buttons for 'CBT (grid)', 'CBT (list)', 'Trainees (grid)', 'Trainees (list)', and 'Non-Trainees'. A blue arrow points to the 'CBT (grid)' option, which is enclosed in a blue box with the text 'Click CBT (grid)'.

▶ A table will then appear. Scroll to the bottom of the page.

List of all the downloaded documents on your account, going down the page

List Training Sets going across the page

Assign documents into training sets by ticking or unticking the tick boxes

Document(s)	Document Training Title	Training Group	Select All/None	Barbara	Emma Loubser	Hayley Ward	HF Training	Induction	IOSH Managing Safely	May Loubser	Nick Scherf	Office	Painter & Decor
		CBT Ident		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HR0001	DocHum0144	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Upload Doc Test	DocHum0152	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	test doc for system	DocHum0154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ When you are happy with your changes, scroll to the top of the page. Click Update to save the documents to the training sets

Trainee Training Control

Please select the required View

Control Grid Style Training Set - CBT (grid) CBT (list) Trainees (grid) Trainees (list) Non-Trainees

Training Set - Training Identifier

Make changes to grid and then click on