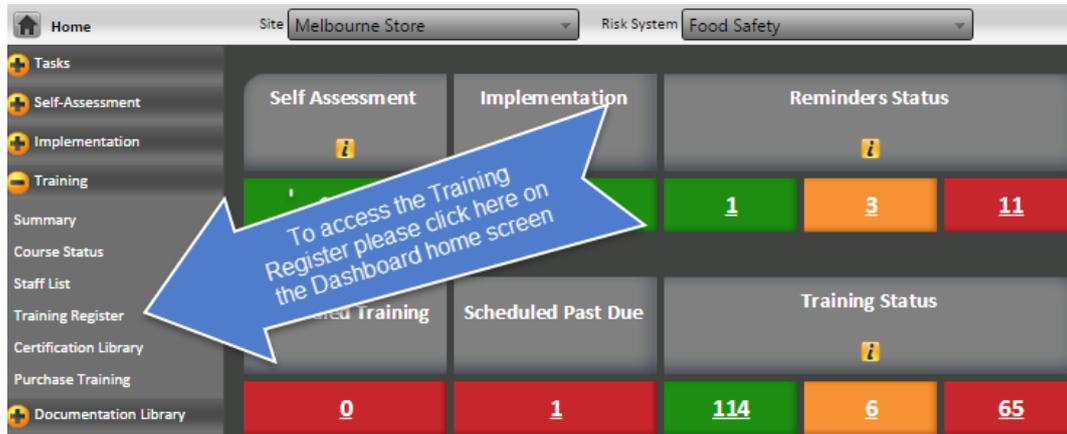




Training Register: Schedule and record staff training



The below screen will appear after selecting Training Register –

Name	Allergen Awareness	First Aid	Food Safety Basic	Food Safety Monitor Program	Food Safety Supervisor
Matt Carpenter	<input checked="" type="checkbox"/> 21/02/18	<input checked="" type="checkbox"/> 03/11/15	<input checked="" type="checkbox"/> 20/01/16	<input checked="" type="checkbox"/> 01/11/16	<input checked="" type="checkbox"/> 01/11/16
Melissa Chavounitis	<input checked="" type="checkbox"/> 01/02/16	<input checked="" type="checkbox"/> 13/04/17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allan Craig	<input checked="" type="checkbox"/> 17/03/16	<input checked="" type="checkbox"/> 17/11/16	<input checked="" type="checkbox"/> 21/12/17	<input type="checkbox"/>	<input type="checkbox"/>

- a) Click on the check boxes under each course within the student’s row in the table and the below menu will appear.

- b) Select “ADD CERT INFO” to add the details of the training to be recorded. All fields do not need to be completed but either the SCHEDULED DATE (A) or EXPIRATION DATE (B) must be completed. You can now also upload a copy of the certificate by clicking on the UPLOAD (C) button.
- c) The dashboard home screen will now reflect what is loaded within the Training Register

Scheduled Training	Scheduled Past Due	Training Status
A 0	B 1	C 114
		D 6
		E 65

On the dashboard you can view the current status of you site’s training.

- Scheduled Training – Shows the number of training certifications that are scheduled in the future.
- Scheduled Past Due – Show the training certifications that have been scheduled but the scheduled date has since expired.
- Training Status:
 - Green – Shows all certificates that are recorded within Training Register that are current.
 - Orange – Shows all recorded certificates that are expiring within 30 days.

iii. Red – Shows all recorded certificated that have expired.

You can now also export your training register to excel (to print a copy or send via email) by clicking on the  icon at the top right of the Training Register screen.