

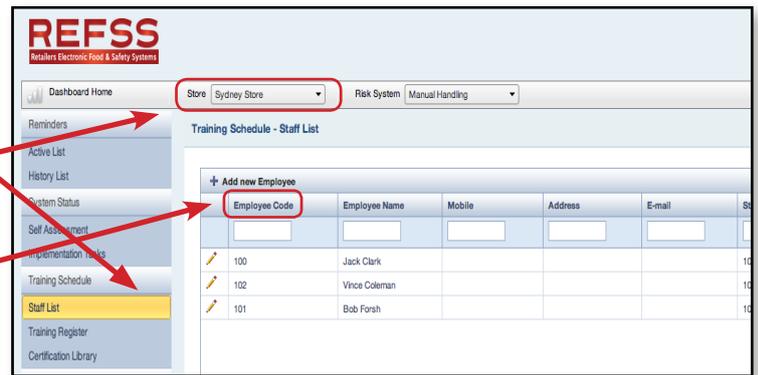


1. Login to your REFSS Dashboard via <http://www.refss.com.au/login.html> using the Username and Password provided in your account confirmation email and then select login.

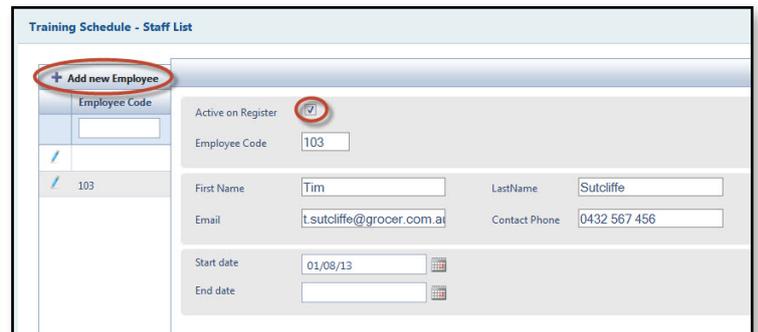
2. Once logged in select 'Staff List' under training schedule from the left hand navigation.

Select your store in the drop down menu if you have multiple stores.

Start adding your employees by selecting '+ Add new Employees'.



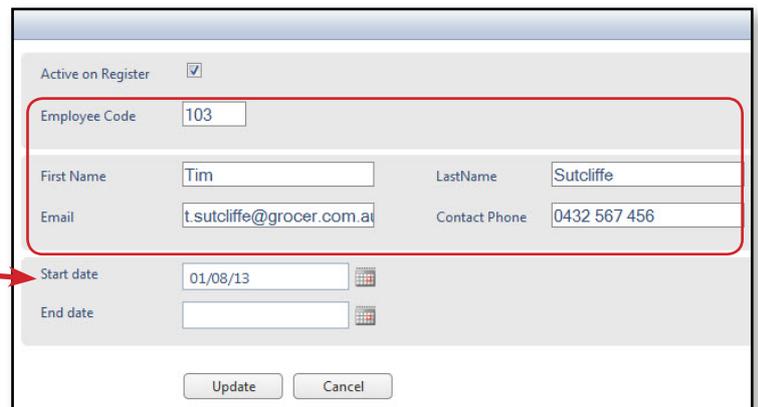
3. A pop up dialogue box will appear. At the top you will note a check box 'Active on Register'. If this box is checked this staff member will appear on your Training Register.



4. Then enter the employee code and personal details.

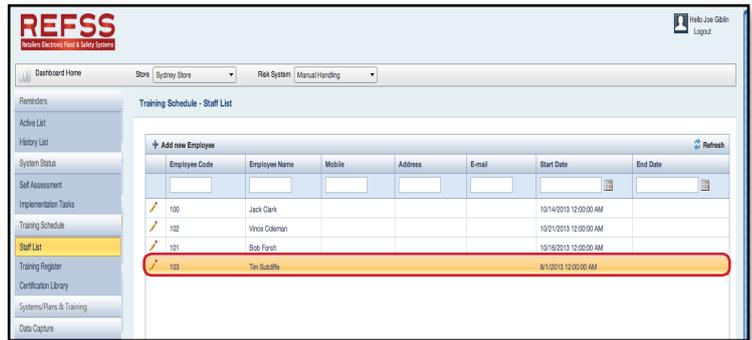
Select the staff member's start date via the calendar icon.

Confirm by selecting update.

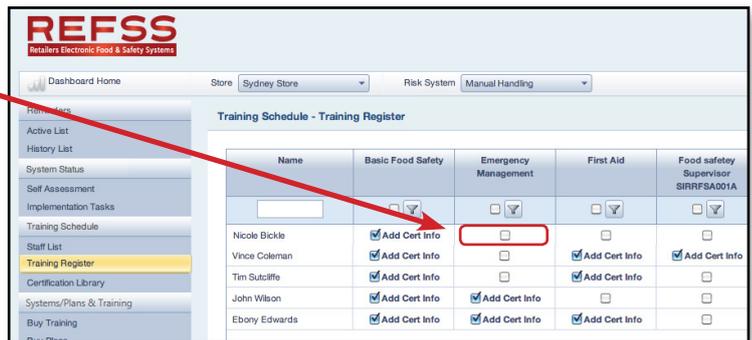




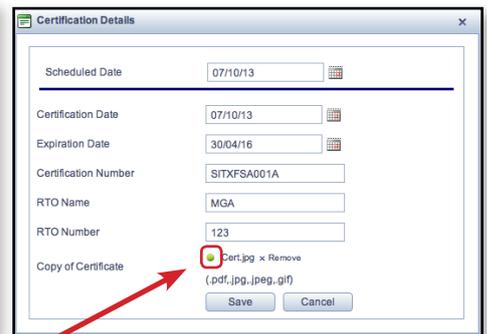
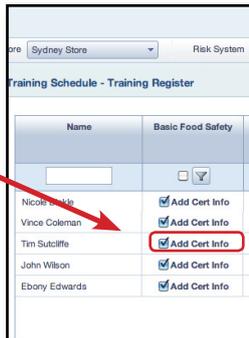
5. You will now see that your new employee has been added to your staff list. Continue to add all of your employees.



6. Select 'Training Register' in the left hand navigation. Tick the empty boxes to add the required training modules for each staff member. Once the box is ticked it will ask you to add the certificate info for each staff member's training module.



7. Review your current staff files and add certification information for each certification achieved by your staff. Click 'Add Cert Info'.



A pop up window will appear. Add the date the training was scheduled, followed by they day the staff member achieved certification, the certification number and RTO details. Then select 'upload' to navigate and select your certificate to store in the system. (Ensure it is a supported file type ie: .pdf, .jpg, .gif).

You will see it has successfully uploaded when the indicator dot is green. Then 'Save'.

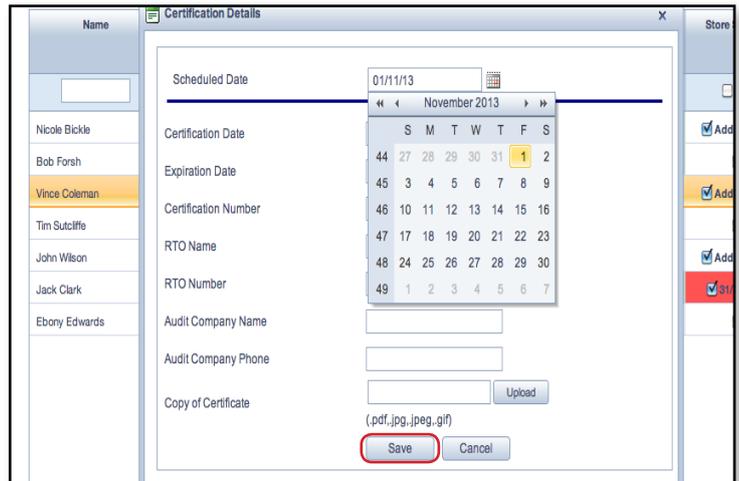
8. Once you have added all of the training that the staff have already achieved you have the opportunity to identify any gaps. This will be indicated where staff have "Add Certification" present in their row. You may need to schedule them some training.



Click 'Add Cert Info' and the dialogue box will pop up and allow you to schedule training.



9. Select the calendar icon to select the date you want the staff member to commence the training. Then 'Save'.



10. Once you have scheduled training for all of your staff you will note that the upcoming training appears red and has an alarm clock and a date to indicate when it has been scheduled.

The green ones show training that has been completed. If they have a certificate icon that means you have up-loaded the certificate.

The green ones without the certificate icon are still waiting for you to upload the certificate or document of accreditation into the system.

Responsible Service of Alcohol	Store Security	Tobacco
03/07/17	01/11/13	
08/10/14		22/01/15
	10/12/13	
	14/11/13	
15/10/14	31/10/13	14/01/15

11. You can then manage your historical archive of training by selecting 'Certification Library'.

You can use the filters at the top to search for certificates by employee as in the example to the right with Ebony. You can download her stored certificates when needed at a later date for auditing purposes.

Name	Employee Code	Course	Scheduled Date	Certification Date	Expiring Date
Ebony Edwards	105	Emergency Management	02/10/13	02/10/13	21/06/15
Ebony Edwards	105	Basic Food Safety	07/10/13	07/10/13	06/10/16
Phony Edwards	105	Workplace Violence, Bullying and Harassment	06/10/13	06/10/13	07/10/16

Congratulations you now know how to add new employees, add employees to the training register, schedule and record staff training, monitor progress and add certification.