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Filter active or historic reminders by system or store.

You can now filter your active and historic task reminders list.

Select “Reminders/Active List” from the left hand menu.

Then select from the Site Drop down to view “All” reminders or reminders for a specific store.

Dashboard Home Site: Melbourne Store Risk System: All

Reminders
Active List
History List
System Status
Self Assessment
Self Assessment History List
Implementation Tasks
Implementation Task History List
Training Schedule
Staff List
Training Register
Certification Library
System Plan

Store	Plan	Reminder / Task
Melbourne Store	General Health and Safety	Weekly Workplace Checklist
Melbourne Store	Hazard and Risk Assessment	Weekly Workplace Checklist
Melbourne Store	Emergency Management	Emergency Management Business Checklist

Filter your single store reminders by risk system

You can see in the below example now only “General Health & Safety” reminders due for Melbourne Store are visible.

Dashboard Home Site: Melbourne Store Risk System: General Health and Safety

Reminders
Active List
History List
System Status
Self Assessment
Self Assessment History List
Implementation Tasks
Implementation Task History List
Training Schedule

Filter reminders by store and/or risk system

Reminders - Active List

Drag a column header and drop it here to group by that column

Store	Plan	Reminder / Task	Plan Doc Ref
Melbourne Store	General Health and Safety	Weekly Workplace Checklist	



Group results by due date or frequency.

Filter 'ALL' stores and risk systems by a column header

Drag the column you wish to group your reminders by into the top left hand bar of the table, and drag it back out to remove the filtering. In the Example you can see it has grouped the reminders by due date.

Reminders - Active List

Due Date

Store	Plan	Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date	Days Remaining
Sydney100	Food Safety	Daily Goods Inwards Summary Sheet	HA18.01	Check	Weekly	17/03/2014	-3
Sydney100	Food Safety	Hand Held Thermometer (Internal Check)	HA16.00	Weekly Calibration Check Sheet HA18.11	Weekly	17/03/2014	-3
Sydney100	Food Safety	Weighing Scales (Internal Check)	HA16.00	Weekly Scales Calibration Check Sheet HA.15	Weekly	17/03/2014	-3
Sydney100	Emergency Management	Emergency Management Business Checklist	EM 07.01	Conduct	Weekly	17/03/2014	-3
Melbourne Store	General Health and Safety	Weekly Workplace Checklist		Check	Weekly	21/03/2014	1
Melbourne Store	Hazard and Risk Assessment	Weekly Workplace Checklist		Check	Weekly	21/03/2014	1
Melbourne Store	Emergency Management	Emergency Management Business Checklist	EM 07.01	Conduct	Weekly	21/03/2014	1
Melbourne Store	General Health and Safety	GHS - Monthly Workplace Checklist		Check	Monthly	28/03/2014	8
Melbourne Store	General Health and Safety	Use the Safety Noticeboard Checklist to ensure everything that needs to be on the noticeboard is on the		Check	Monthly	28/03/2014	8

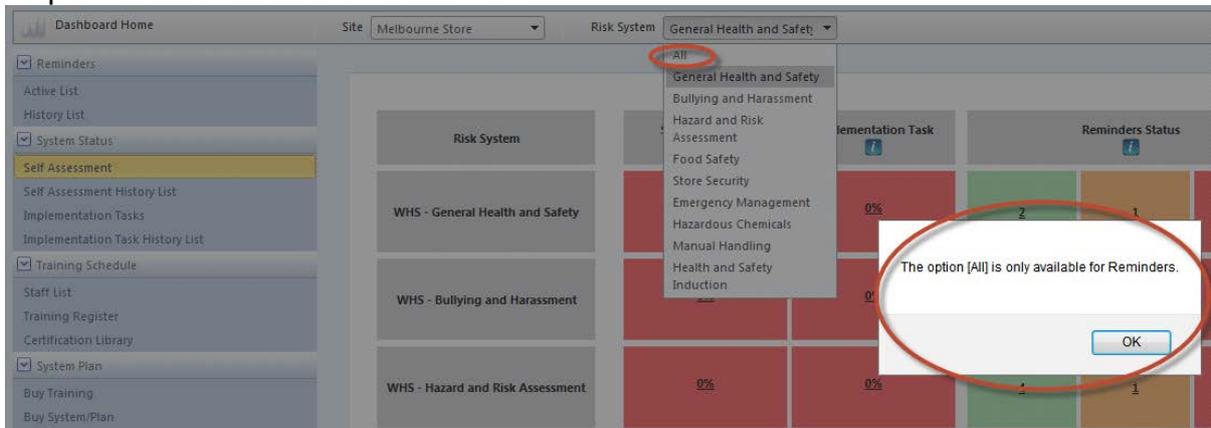
Or in this example group by the frequency of the task

Frequency

Store	Plan	Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date
Melbourne Store	Health and Safety Induction	Use the Safety Noticeboard Checklist to ensure everything that needs to be on the noticeboard is on the noticeboard		Check	Monthly	28/03/2014
Melbourne Store	Health and Safety Induction	Monthly Workplace Checklist		Check	Monthly	28/03/2014
Melbourne Store	General Health and Safety	Weekly Workplace Checklist		Check	Weekly	07/03/2014
Melbourne Store	Hazard and Risk Assessment	Weekly Workplace Checklist		Check	Weekly	07/03/2014



Please NOTE: the 'ALL' filter is only available for 'Reminders', not on 'Implementation' or 'Self Assessment'





Printing certificates from the Training Register

You can now click on a certificate that has been uploaded in the 'Training Register' and print a copy.

Name	Administer Workplace Health and Safety	Basic Food Safety
Chrissy groat	<input type="checkbox"/>	<input type="checkbox"/>
a b	<input type="checkbox"/>	<input type="checkbox"/>
Carlos Beltran	<input checked="" type="checkbox"/> Add Cert Info	<input checked="" type="checkbox"/> Add Cert Info
Matt Carpenter	<input type="checkbox"/>	<input checked="" type="checkbox"/> 22/07/13
Melissa Chavounitis	<input type="checkbox"/>	<input type="checkbox"/>
Allan Craig	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/03/13
Alison Dale	<input type="checkbox"/>	<input type="checkbox"/>
Pete Dassie	<input type="checkbox"/>	<input type="checkbox"/>
Andro Gopal	<input checked="" type="checkbox"/> 26/11/13	<input checked="" type="checkbox"/> 31/12/14
Greg Graham	<input checked="" type="checkbox"/> 09/10/13	<input type="checkbox"/>
Alex Harper	<input type="checkbox"/>	<input type="checkbox"/>
John Harper	<input type="checkbox"/>	<input type="checkbox"/>
abi asemani Import	<input type="checkbox"/>	<input type="checkbox"/>
abi asemani Import	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Jackson	<input type="checkbox"/>	<input type="checkbox"/>

When you double click on certificates you can now print a copy.

MASTER GROCERS AUSTRALIA

CERTIFICATE OF COMPLETION

This certificate recognises that

Andro Gopal

successfully completed

Food Safety for Food Handlers

on 10/10/13

Undertaking

I, the above named recipient, declare that all work that contributed to this certificate outcome, including online training and online assessment, was my own work, and no other person completes any of the online training and assessment on my behalf.



Importing staff lists to your Dashboard and Training Register

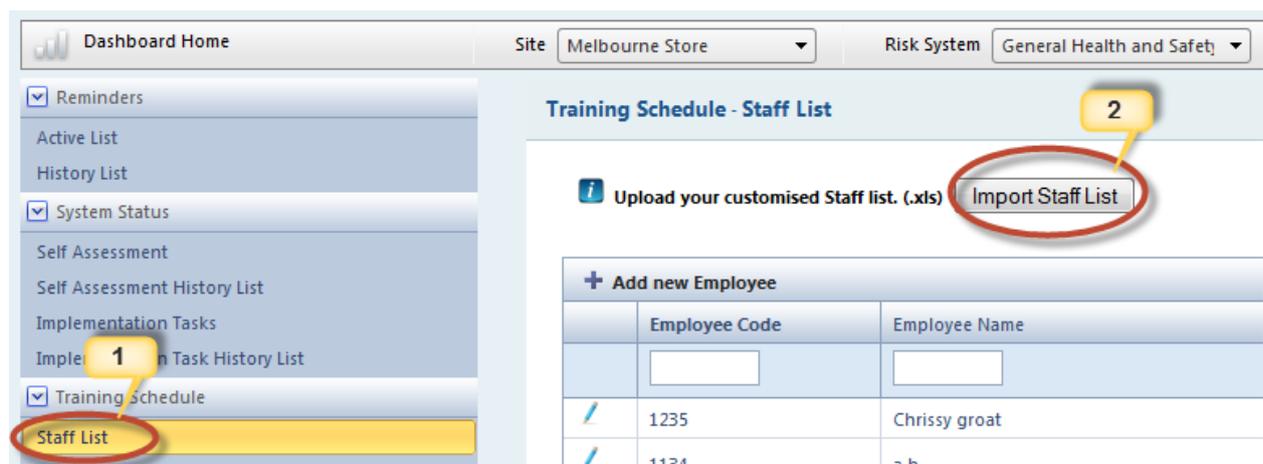
You can also bulk upload your staff list with our 'Upload Staff' excel template. [Download](http://www.refss.com.au/user-guides-work-place-health-safety.html) from <http://www.refss.com.au/user-guides-work-place-health-safety.html>

Just download the template, customize with your staff's information and upload into your REFSS Dashboard.

Simply paste in the data, ensuring date format and select yes/no from the drop down to include or exclude staff member in the 'Training Register'. *Ensure that you do not have duplicates.*

A	B	C	D	E	F	G
Employee Code	First Name	Last Name	Contact Phone	E-mail	Start date	Active on Register
123	kira	smith	0499467288	smstore.ks2	15/02/13	yes
124	kym	dean	0400756474	blue0@bigp	16/02/12	yes
125	lynette	renner	0437672696	test5@hotm	02/04/11	yes

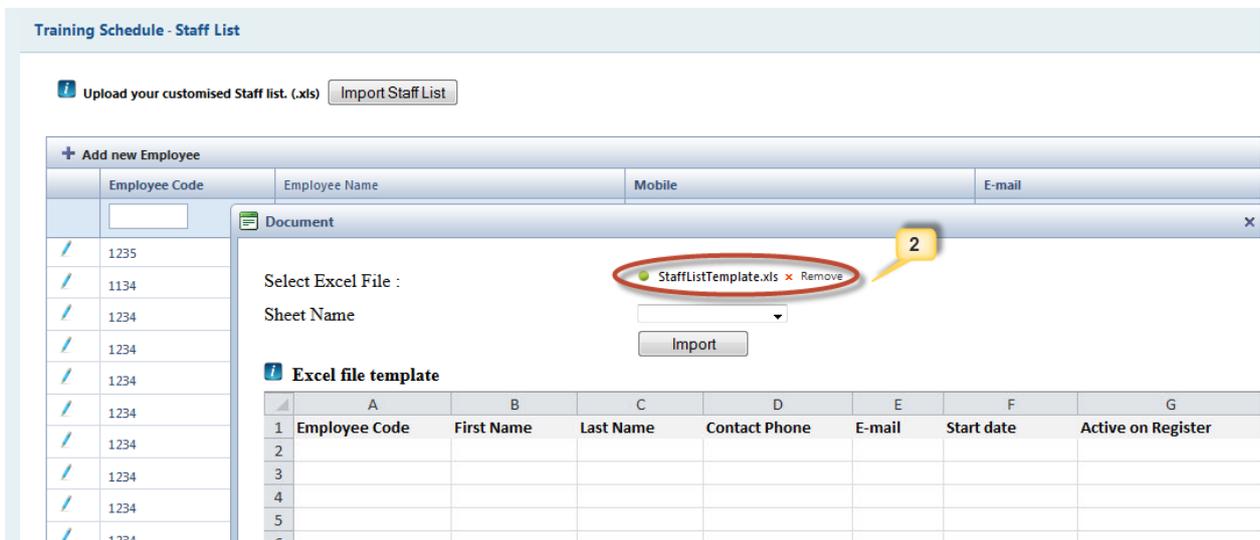
Click on 'Staff List' in your dashboard and then select, 'Import Staff List'



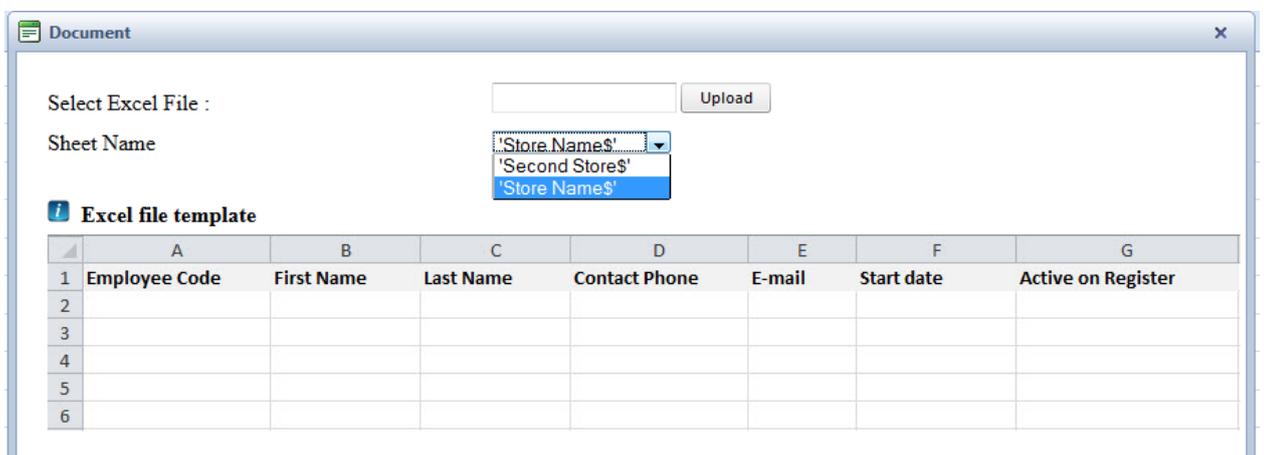
1. An import window will pop up, select upload. Navigate to your customized 'Staff upload template' and select open.



2. File format should be .xls. Once it is successfully loaded a green dot will appear next to the file name.

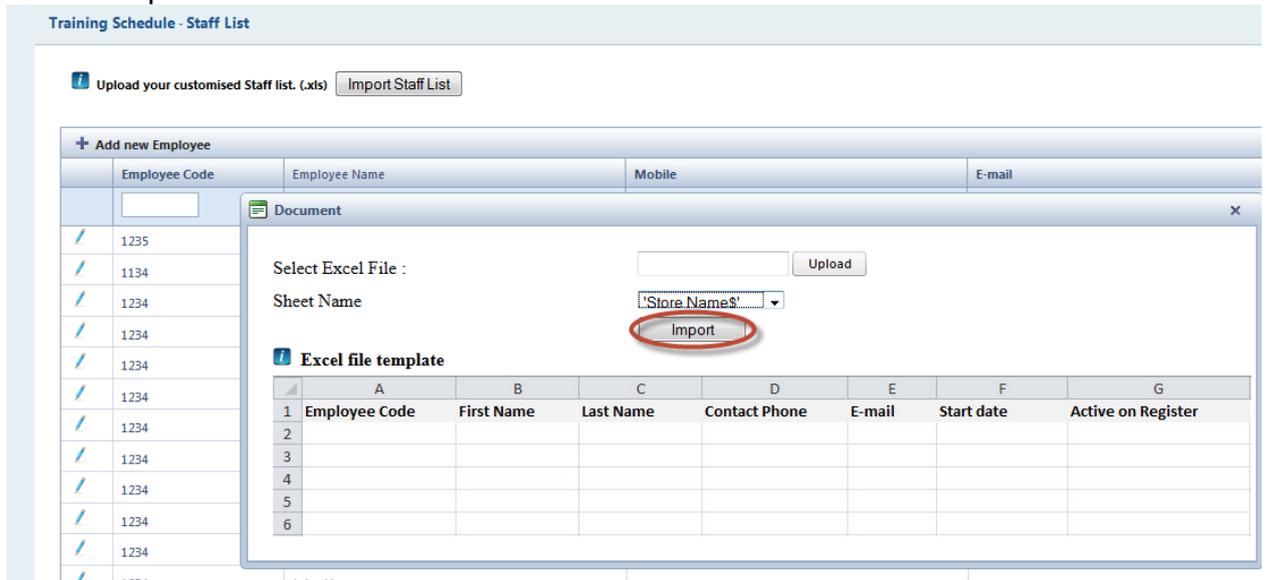


3. If you have multiple sheets for different stores select the correct sheet in the drop down.

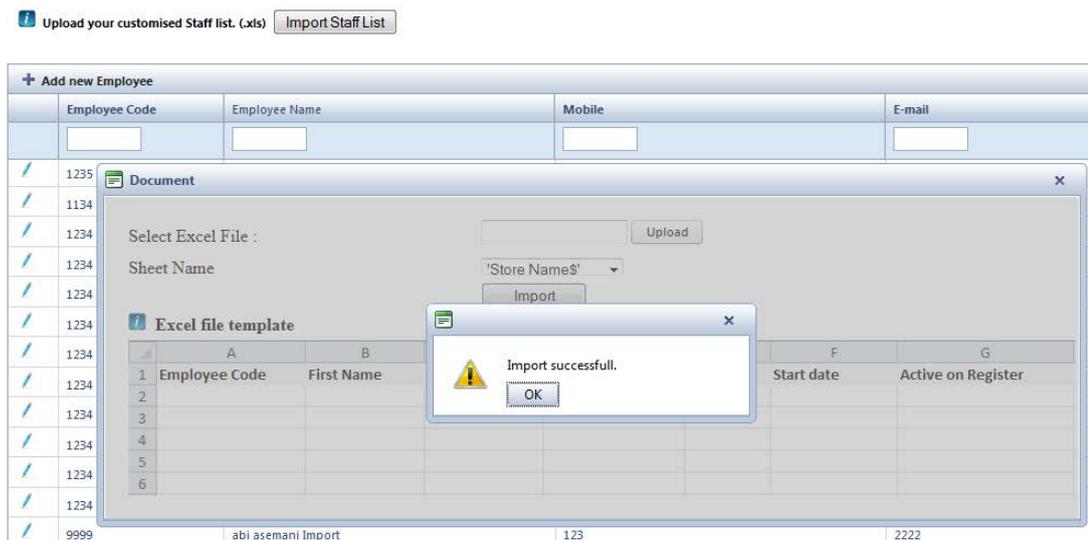




4. Select 'Import'.



5. If there are no errors or missing data in the file then you should receive the message, 'Import Successful'. Data will not load if there is a missing first or last name or if there is an incorrect date format.





6. You will now see your total list of employees when you click 'Staff List' in the left hand menu. And if you click 'Training Register', staff that had a 'yes' for 'active on register' can also be found here. You can now begin scheduling training for your new employees or log previously achieved certifications.

The screenshot shows the 'Training Register' interface. On the left is a navigation menu with 'Training Register' highlighted. The main area displays a table with the following data:

Name	Administer Workplace Health and Safety	Basic Food Safety
Mairi Dale	<input type="checkbox"/>	<input type="checkbox"/>
Alison Dale	<input type="checkbox"/>	<input type="checkbox"/>
Pete Dassie	<input type="checkbox"/>	<input type="checkbox"/>
Courtney Detetz	<input type="checkbox"/>	<input type="checkbox"/>
Kylie Detetz	<input type="checkbox"/>	<input type="checkbox"/>
Jackson Ellis	<input type="checkbox"/>	<input type="checkbox"/>
Bronte Fraser	<input type="checkbox"/>	<input type="checkbox"/>
Constance Gleeson	<input type="checkbox"/>	<input type="checkbox"/>
Matilda Gleeson	<input type="checkbox"/>	<input type="checkbox"/>

Once an employee leaves the business.

Click on 'Staff List'. Locate employee and click on the pencil icon to edit. Uncheck the 'Active on Register' check box to remove the employee from the training register. Finally set the employees finish date.

The screenshot shows the 'Add new Employee' form with the following fields and callouts:

- 1**: Staff List in the left navigation menu.
- 2**: Pencil icon for editing an employee.
- 3**: 'Active on Register' checkbox, which is unchecked.
- 4**: 'End date' field, set to 24/03/14.
- 5**: 'Update' button.

Other visible fields include: Employee Code (379), First Name (Karen), LastName (Smith), Email (kazsmith@hotmail.com), Contact Phone (02 6324 0000), and Start date (09/08/12).