Navigate to Registers/Training Registers/Skills & Competencies Register and click **+ADD NEW** to add a new record.
Use the filters, group & search box to find specific records.

1. Select the staff member.
2. Select the Training Course or Subject from the list. Click **+** to add a new subject.
3. Type in the location where the training took place.
4. Type in the duties this relates to.
5. Complete the Project Name field.
6. Select the training date from the date picker.
7. Select the certificate competency type.
8. Add in the certificate reference number.
9. If required select a Competency Template to be completed.
10. Click 💾 **SAVE**.

11. Signed off will be ticked when the task is completed in the mobile app.
12. Documents can be uploaded at any stage by clicking **+ADD FILE**.
    If a form has been completed it will be attached here.
13. Use the **Action Buttons** as required, to upload, download and delete files.
14. When you save and reopen an entry you will be able to click 📄 **COPY** and create entries for other staff member.

Task will need to be signed off in the Mobile App in Profile/Certificates/Training Completed/Skills & Compentencies