



Navigate to Registers/Training Registers/Training Register & click **+ADD NEW**

1. Select the date the training will be or has been conducted from the date picker.
2. Select the Training Course / Subject or click + to add a new one.
3. Select the Training Type or click + to add a new one.
4. Select the Name of Trainee from staff list.
5. If required add the duration of the course – optional field.
6. If using **Groups** select one from the list or create a new one.
7. If a refresher course needs to be completed in the future select a date for this – this is optional, see Notes.
8. Select the Training Provider or click + to add a new one.
9. Type in the Instructors name.
10. Type in a description.
11. Click **+ADD FILE** if you have a **document to load** or it can be loaded from the mobile app.
12. After a document is loaded you can now tick the “Administrator Signed Off” box.
This will automatically tick the boxes for “Signed Off” & Instructor Signed Off”, mark the item as complete and create a new task using the refresher date.
13. Click **SAVE**.

Home / Registers / Training Registers / Training Register **13** **SAVE** **12** **COPY** **BACK**

1 Date: 7/08/2021 **2** Training Course / Subject: AED Training **3** Training Type: Certificate/License Courses

4 Name of Trainee: Mobile Craig **5** Duration (Hours): 40 **6** Group: **7** Refresher Due Date: 7/08/2022

8 Training Provided by (Third Party): A1 Training Ltd **9** Instructor: TBA Instructor Signed Off Signed Off **12** Administrator Signed Off

14 ViewTrainerSignature **15**

10 Description: **11** CompletedDate: 7/08/2021 **ADD FILE**

| Documents | Last Modified Time | Title | Description | Action |
|-----------|--------------------|-------------------|---|--|
| | 28/07/2021 06:40 | Training Register | George Foreman Height Safety Training for Scissor Lifts | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

14. After clicking save you can re-open the entry and click **COPY**.
This will generate a new record with all the same details leaving the Staff field blank #4.
15. Instructor Sign Off will be populated from the mobile app.
Click to see the signature. If the administrator signed off box is ticked there will be no signature to view here.
16. Signed Off will be populated from the mobile app.
17. Completed Date will populate when signed off in the mobile app.

ShowSignature ×

Site Authorised Person

Position

SignatureSign

Contd/...

NOTES:

- Tasks will come through in summary notifications until they have been signed off in the mobile app.

Home / Registers / Training Registers / Training Register

| EXCEL | PDF | FILTER | GROUP | heig |
|------------------------|------------|------------------|--|--------------------------|
| Training Course / S... | Date | Name of Train... | Description | Signed Off |
| Height Safety Training | 28/07/2021 | George Foreman | Height Safety Training for Scissor Lifts | <input type="checkbox"/> |

Hi Lucy Lawless ,

The following Training Register items have expired:

| Training Type | Training Course / Subject | Date | Staff | Description | Supplier |
|-------------------|---------------------------|------------|----------------|--|-------------------|
| Training Register | Height Safety Training | 28/07/2021 | George Foreman | Height Safety Training for Scissor Lifts | Fish Training Ltd |

Please arrange refresher course to completed as soon as possible

- If a refresher date has been added a new task will be created when the current one is signed off in the mobile app.
- Use the delete icon to remove any items no longer required

Home / Registers / Training Registers / Training Register

| EXCEL | PDF | FILTER | GROUP | heig | |
|------------------------|------------|----------------|--|-----------------|-------------------------------------|
| Training Course / S... | Date | Name of Tra... | Description | Refresher Du... | Signed Off |
| Height Safety Training | 28/07/2021 | George Foreman | Height Safety Training for Scissor Lifts | 27/07/2023 | <input checked="" type="checkbox"/> |
| Height Safety Training | 27/07/2023 | George Foreman | Height Safety Training for Scissor Lifts | | <input type="checkbox"/> |

Task will need to be signed off in the Mobile App in [Profile/Certificate/Training Completed/Training Register](#)

