



To use Groups you will need to first set them up in [Administration/Training Management/Groups](#).

To create the groups you will need to have the following items created:

- [Administration/Company Set up/License Type](#)
- [Administration/Training Management/Courses](#) with Inductions & Training set in the training register field.
- [Administration/Injury & Health Management/Vaccine Type](#)

Navigate to Administration/Staff and open a staff profile, click on the Group requirements tab.

1. Make the necessary selections from the Training Group dropdown.
2. A section will show for each group, along with a line for each item select in the group settings.
3. Items that are about to expire will show in orange.
4. Where an item has expired or does not have a record/document loaded it will show in red.
5. Items due for renewal, not completed or expired can be emailed to staff or sub-contractor admins by clicking on
6. Where there is no entry for an item, click the to create one. Complete the required details and click **SAVE**.
7. Click **SAVE** when you've finished adding groups.

Home / Administration / Staff / (Sabina Almond) / Group Requirements

**7** **SAVE**

GROUP REQUIREMENTS ▾

Training Groups

**1** FOREST WORK ✕

**2** Group - Forest Work

Status	Name	Register	License Number	Date Completed	Expire Date	Document Stored	
	Bupa Induction	Induction		28/09/2023	04/12/2023	<input checked="" type="checkbox"/>	<b>5</b>
	Working Alone Part 2	Induction		07/07/2024		<input type="checkbox"/>	
	Working Alone Part 1	Induction		01/08/2023	26/07/2025	<input checked="" type="checkbox"/>	
	Back Hoe License	Staff Licenses				<input type="checkbox"/>	<b>6</b>
	MMR	Vaccination				<input type="checkbox"/>	
	Fire - Rural	Training				<input type="checkbox"/>	

### Emailing reminders:

Clicking on will allow you to send an email to the staff member or manager or if it relates to sub-contractor staff to the admin user for this sub-contractor.

Click **SEND** when completed.

**Send Email** ✕

Staff  
 LEA ASTARWARS - RODJ@TIMEPLICITY.CO.NZ ✕ ROVER ALPINE - HEIDI.THONIG@GMAIL.COM ✕

Sub-ContractorAdmin  
 Select Email

Subject  
 OSIR - Bupa Induction

IncludeLink

**SEND** CANCEL

