



Clicking on the task from your home page will open it directly.
 Or from the main menu select Profile > Training.
 Type in the search bar to help you find specific records.

A. Loading new certificates or documents.

1. Open the task and select **View Details**, check the dates and details are correct, amend refresher date as required.
2. Click **+ADD FILE...**.
3. Tap on the box to **upload a file**.
4. Choose where to upload the file from and select your document.
5. Click **OKAY**.

NOTE: this can also be done by your administrator in the web app.

B. Email a file

1. Click on the item to be sent & select **Email the Certificate**.
2. As required select from the Staff contacts or:
3. Select a Customer & Contact.
4. Click **Send and Close**.

C. Updating existing or expired records.

1. **Select the date** of the new certificate.
2. Change or remove the instructor.
3. Change the Refresher Due Date.
4. Click **VIEW FILE**.
5. Tap on the file to be replaced and click + Upload new version.
6. Tap on the image.
7. Choose an action to find or take a picture of the new certificate.
8. When you have selected a new file a warning shows that you are replacing the current file.
9. Click **OKAY** to save the new file.

NOTE: Old versions of your certificates are saved in the web app.

The screenshot shows the 'Training' app interface. The top section, titled 'Training', displays details for a 'First Aid' training course. The 'Date' is 22 Oct 2023, 'Type' is First Aid, 'Training Course' is AED Training, and 'Training Provided by (Third Party)' is A1 Training Ltd. The 'Instructor' is Roger Fleming and the 'Refresher Due Date' is 31 Oct 2025. A 'VIEW FILES' button is highlighted with a red '4'. Below this is an 'Upload File...' button with a red '5'. A 'Choose Action' menu is open, showing 'View File' (red '5'), 'Upload new version', 'Delete', and 'Cancel'. The bottom section, titled 'Document Viewer', shows a 'First Aid Training Certificate' with a red '6'. A 'Choose Action' menu is open, showing 'From Gallery' (red '7'), 'From Camera', and 'Cancel'. Below this is another 'Document Viewer' showing a 'FIRST AID TRAINING CERTIFICATE OF COMPLETION' with a red '8'. A 'WARNING!' message states 'Clicking OKAY replaces the current file..'. At the bottom, there are three buttons: 'OKAY' (green, red '9'), 'REMOVE', and 'CANCEL'.

