

Created by Kirsty Heath

# Leighton's Sonoma Site Induction - Administration Procedures

Smart HR Solutions Pty Ltd



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# Leighton's Sonoma Site Induction - Administration Procedures

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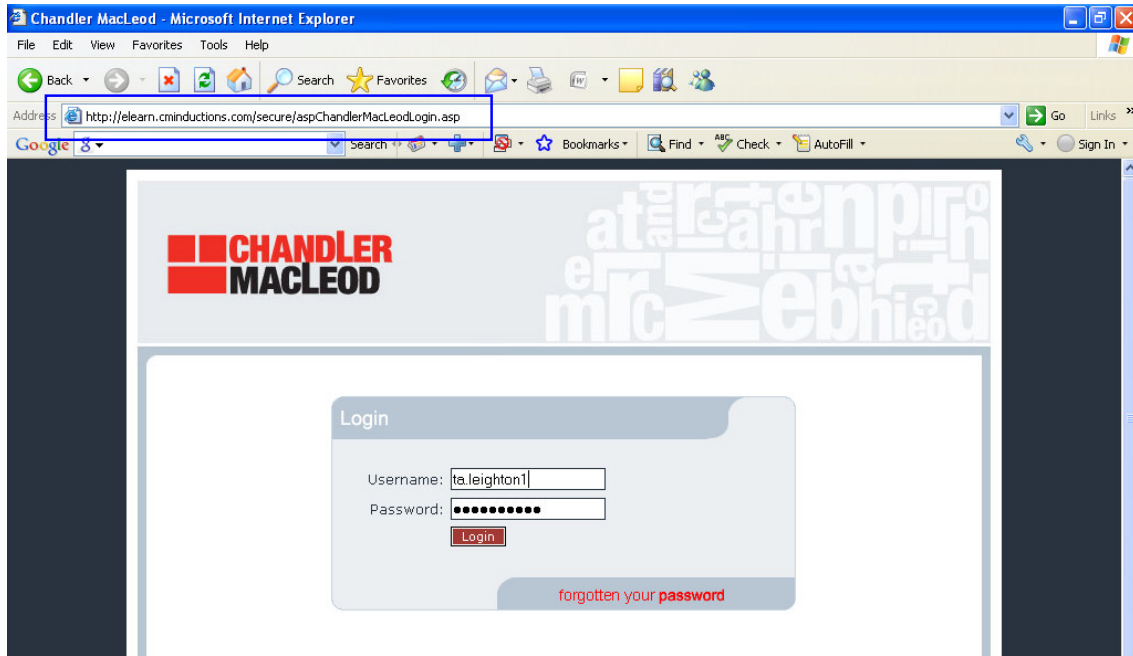
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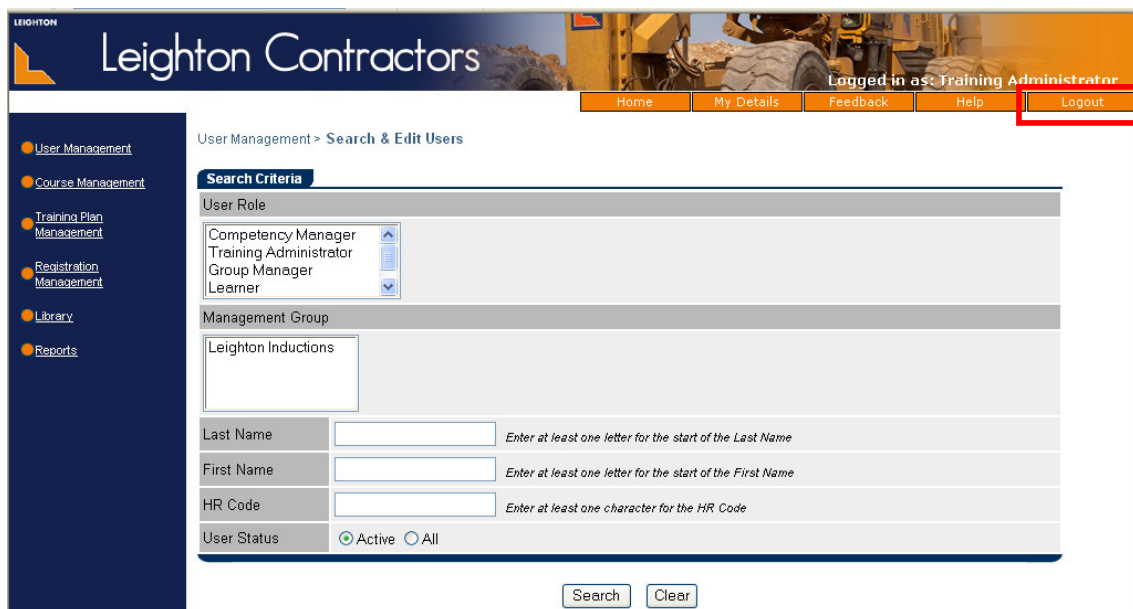
## 1.0 Log into the Admin Site

This is the admin site for Leighton's Sonoma Site Induction. The web address is highlighted below. <http://elearn.cminductions.com> Once you have typed the address in you will come to a screen that looks like the one below. You will then have to Log in (with the User Name and Password provide by Smart HR)



This is your Main Screen. As you can see the Tabs on the Left hand side of the screen are the tabs that we use to navigate through out the Admin site.

It is **always necessary** that once you have finished with the Admin Site that you press the Log out button. If you simply just click on the red X in the top right hand corner, you will have to wait 20mins until the site logs you out automatically.



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## 2.0 Restarting the Inductees Induction

Without knowing, the inductee will escape out of his or her induction and will be required to log back in. Before they can do this you are required to log into the Admin site and reset their account. The following steps are as followed.

1. Log into the Admin Site as shown in the 1.0 Log on to Admin Site
2. You will then select the **User Management** tab on the Left, then type the Inductee's Last name in the **Field** provided and click 'Search'.

The screenshot shows the 'User Management > Search & Edit Users' page. On the left is a navigation menu with 'User Management' highlighted. The main area contains search criteria fields: 'User Role' (dropdown with 'Competency Manager', 'Training Administrator', 'Group Manager', 'Learner'), 'Management Group' (text input with 'Leighton Inductions'), 'Last Name' (text input with 'rix'), 'First Name' (text input), 'HR Code' (text input), and 'User Status' (radio buttons for 'Active' and 'All'). A 'Search' button is highlighted with a purple box.

3. Your search results will then come up. (As shown below). To Re-start the inductee click on the **Grey star** (next to the key). And it will then ask if you want to rest this account. **Choose OK.**

The screenshot shows the search results table with one entry: '1. Glen Rix' with HRID and Management Group 'Leighton Inductions'. A 'New Search' button is below the table. A 'Microsoft Internet Explorer' dialog box is open, asking 'This action will reset the user login ticket. Are you sure you want to reset this account.' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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4. Once this is done, the inductee should be able to log back in, with the User name and the password he received at the start of the induction.

## 3.0 Printing the Induction Certificate

1. Once the inductee has finished the inductions, you will be required to log into the Admin Site and print off the Induction Certificate for them.
  - a) **Firstly click on the 'Training Plan Management' tab**
  - b) **Then onto the 'View a Learner's Training Plan'**
  - c) **Type in the Last Name of the inductee**
  - d) **Click 'Search'.**

The screenshot shows the Leighton Contractors Admin Site interface. The user is logged in as 'Training Administrator'. The navigation menu on the left highlights 'Training Plan Management' and 'View a Learner's Training Plan'. The main content area displays the search criteria for finding a learner's training plan. The 'Last Name' field contains 'Rix' and is highlighted with a green box. The 'Search' button is highlighted with a purple box.

Leighton Contractors  
Logged in as: Training Administrator  
Home My Details Feedback Help Logout

Training Plan Management > View Learner's Training Plan

**Search Criteria**

User Role  
Competency Manager  
Training Administrator  
Group Manager  
Learner

Management Group  
Leighton Inductions

Last Name  *Enter at least one letter for the start of the Last Name*

First Name  *Enter at least one letter for the start of the First Name*

HR Code  *Enter at least one character for the HR Code*

User Status  Active  All

2. You will then be brought to this screen. Click on the ? button on the Right

The screenshot shows the search results page. A message says 'Select a learner to view their required training'. Below that, it says '1 learners found for your search criteria'. The search results table shows one entry: '1. Glen Rix' with '17' in the 'No.: of Req. Training' column. A purple box highlights the question mark icon in the bottom right corner of the table.

Leighton Contractors  
Logged in as: Training Administrator  
Home My Details Feedback Help Logout

Training Plan Management > View Learner's Training Plan

Select a learner to view their required training

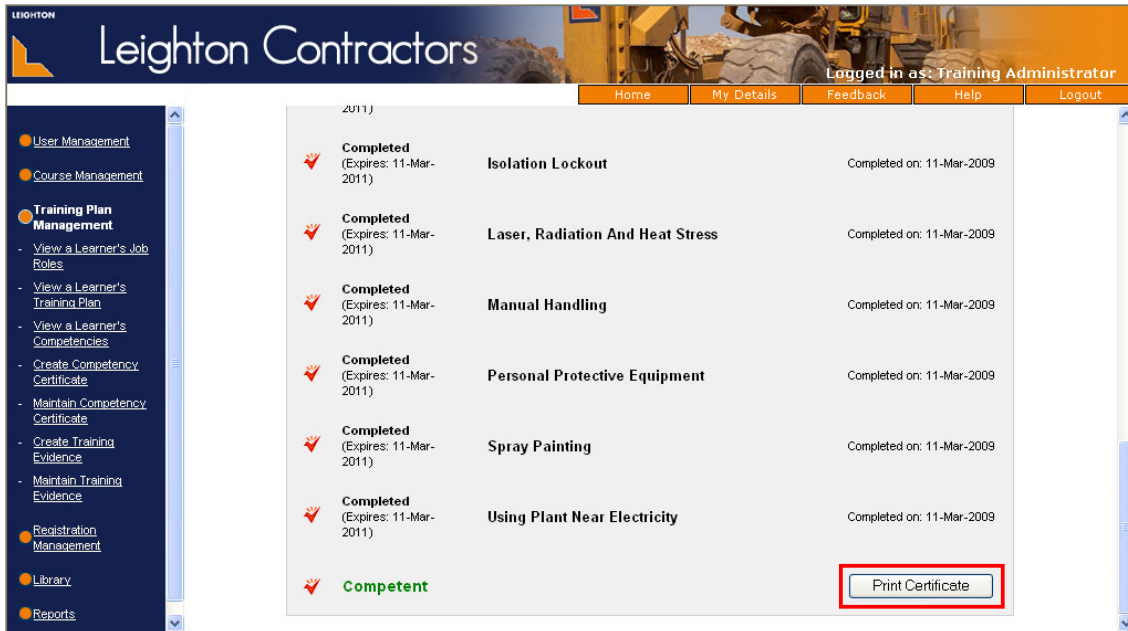
1 learners found for your search criteria

**Search Results**

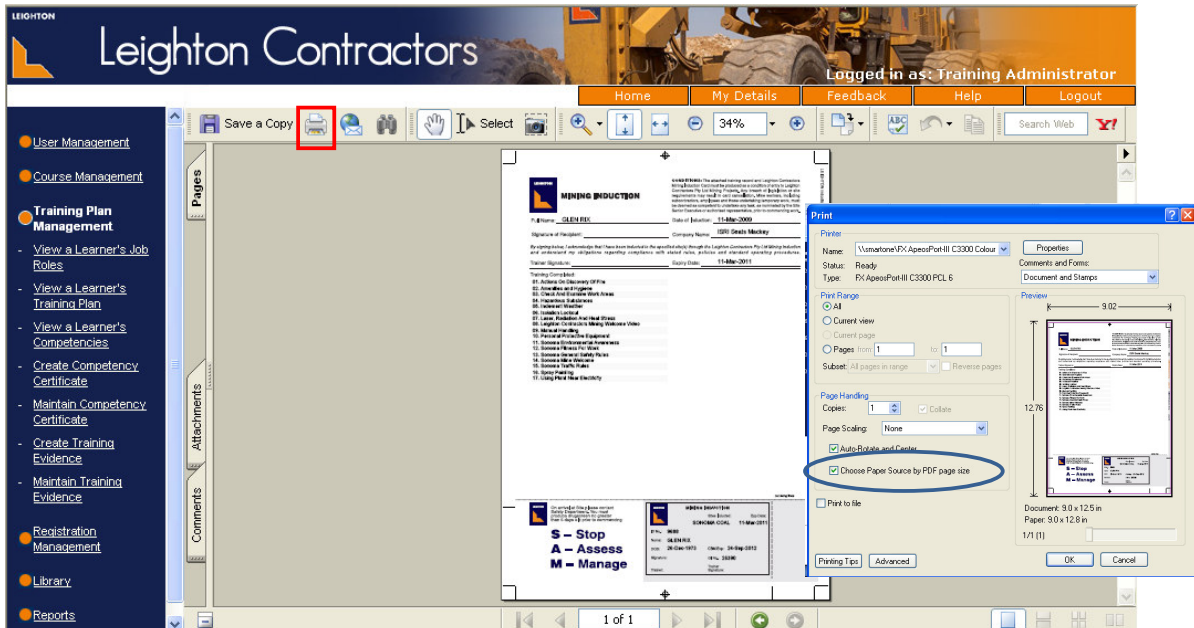
Name	No.: of Req. Training
1. Glen Rix	17

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- It will then bring a new page up with the list of all the SOP's the inductee has completed. Scroll down to the bottom of the page until you see **COMPETENT** and click on the **Print Certificate** button.



- It will then bring the Induction Certificate up in a PDF format. **Press the Print button** (when the Print window pops up, be sure to un-tick the 'Choose Paper Source by PDF page size' and the Certificate will print out. Facilitator and Inductee must sign the Certificate, and then facilitator must the cut off the bottom section and laminate into the Induction Card. Colour printing is preferred, however black and white print will suffice.



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## 4.0 Uploading Artifacts

It is very important that with every person that does the Leighton Sonoma Induction must bring 3 items of documentation with them. Without these 3 items, we are instructed by Site Management that they will be unable to sit the induction. The 3 items of documentation are:

- Generic Induction Card
- Coal Board Medical (Section 4)
- Drivers License

You are required to scan all 3 items and upload them onto the Admin website under each specific persons account.

For this example I will use – BOB SMITH

1. **Firstly Click on the User Management Tab on the Left** (Once logged in as the Training Administrator)
2. **Type in the Inductees First and Last name in the required fields.**
3. **Then click on 'Search'.**

Leighton Contractors  
Logged in as: Training Administrator  
Home My Details Feedback Help Logout

User Management > Search & Edit Users

**User Management**  
- Search & Edit Users  
- Add User  
- Role Allocations  
Course Management  
Training Plan Management  
Registration Management  
Library  
Reports

**Search Criteria**

User Role  
Competency Manager  
Training Administrator  
Group Manager  
Learner

Management Group  
Leighton Inductions

Last Name  Enter at least one letter for the start of the Last Name

First Name  Enter at least one letter for the start of the First Name

HR Code  Enter at least one character for the HR Code

User Status  Active  All

4. You will then come to the 'Search and Edit User' page. Click on the **? Button**, against the person's name.

Leighton Contractors  
77 pop-ups blocked. Click this button to allow pop-ups on elearn.cminductions.com. Press 'Ctrl' key while clicking to allow pop-ups from a link.  
Logged in as: Training Administrator  
Home My Details Feedback Help Logout

User Management > Search & Edit Users

**Search Results (Active | 1)**

Name	HRID	Management Group
1. Bob Smith		Leighton Inductions

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5. Scroll down until you find the tab that says 'Artifacts' – and Click on the Arrow button

The screenshot shows the Leighton Contractors user management interface. The user is logged in as 'Training Administrator'. The 'Personal Details' tab is active, displaying the following information:

Date Of Birth	1-Jan-1957		
eMail Address	bob.smith@smarthr.com.au		
Employer's Business Name	Smart HR Solutions Pty Ltd		
Business Contact	07 4957 4960		
Postal Address	85 Gordon St Mackay		
State	Queensland		
Postal Code	4740		
User ID card last requested	n/a		
Emergency Contact Name	Karen Feldbauer		
Emergency Contact No	07 4957 4960		
Generic Passport No	1010	Expiry Date	1-Jan-2010
Coal Board Medical	1010	Expiry Date	1-Jan-2010
Drivers Licence	1010	Expiry Date	1-Jan-2010
Additional Information	This is a testing person		

The 'Artifacts' tab is highlighted with a red box, and a blue arrow button is also highlighted.

6. It will then open that tab , and you will be able to Upload the documentation. To do this click on the [Upload Artifact](#) link.

The screenshot shows the Leighton Contractors user management interface. The user is logged in as 'Training Administrator'. The 'Artifacts' tab is active, displaying the following information:

Generic Passport No	1010	Expiry Date	1-Jan-2010
Coal Board Medical	1010	Expiry Date	1-Jan-2010
Drivers Licence	1010	Expiry Date	1-Jan-2010
Additional Information	This is a testing person		

The 'Artifacts' tab is active, displaying the following message:

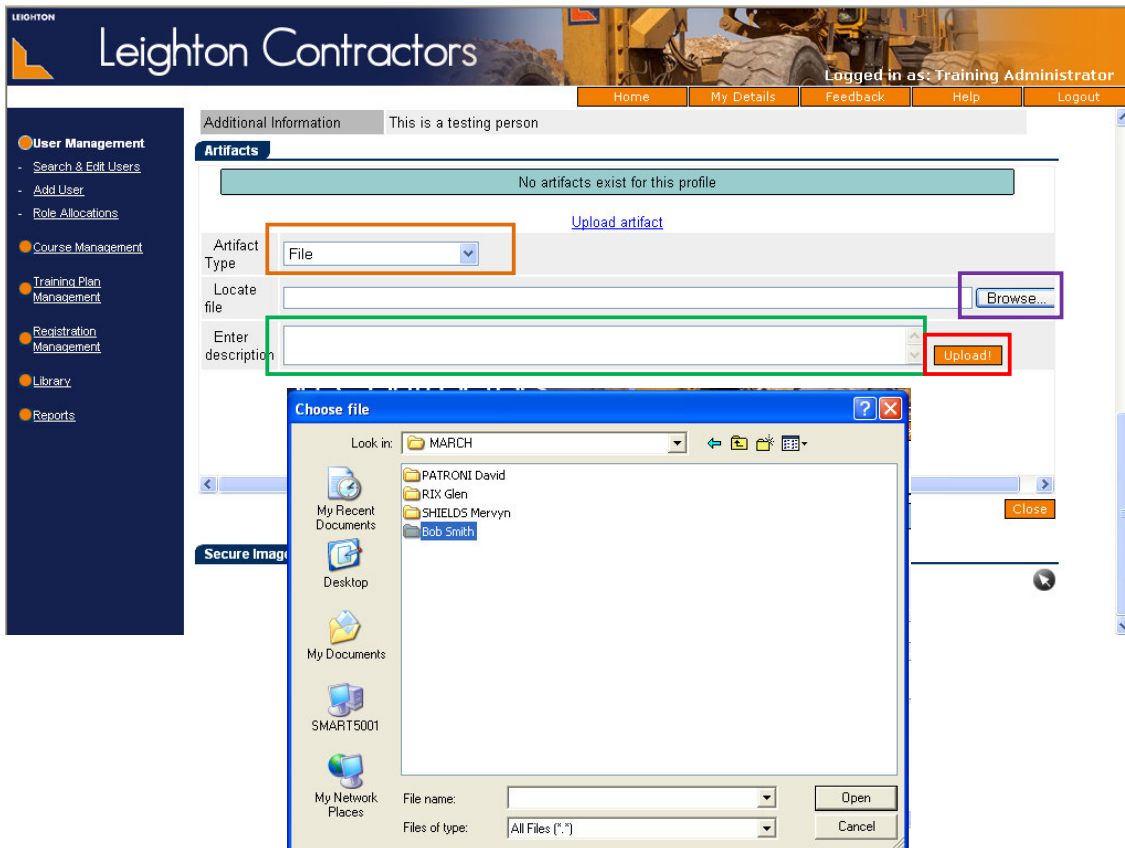
No artifacts exist for this profile

[Upload artifact](#)

The 'Upload artifact' link is highlighted with a blue box.

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- You then will select the Artifact type as 'File', and click the 'Browse' button. This will open the Choose File window, and this is where you will select the Inductee documentation (from where you have saved the scanned documents). You will also have to give a short description on what the file entails in the Enter description field. Then click the orange Upload button, and you have successfully uploaded the documentation. Each document file will have to be uploaded separately, under that specific persons account.



- Once all files have been uploaded, click the 'Close' Button.

