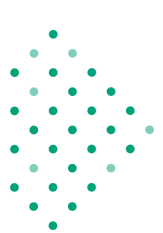


# **etrainu**

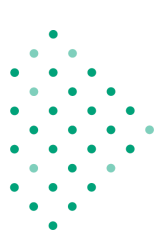
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## **ASSESSING APP USER GUIDE**



## **Contents Page**

|  |           |
|--|-----------|
| <b>Logging into your Account</b>       | <b>3</b>  |
| <b>Managing your Personal Details</b>  | <b>4</b>  |
| <b>Switching between your Accounts</b> | <b>5</b>  |
| <b>Event Calendar</b>                  | <b>6</b>  |
| <b>Home Page</b>                       | <b>7</b>  |
| <b>Menus</b>                           | <b>8</b>  |
| <b>Event Management</b>                | <b>8</b>  |
| <b>Event Pages</b>                     | <b>8</b>  |
| <b>Overview</b>                        | <b>10</b> |
| <b>Participants</b>                    | <b>10</b> |
| <b>Sign in Participant</b>             | <b>11</b> |
| <b>Contextual Menu Options</b>         | <b>12</b> |
| <b>Assess</b>                          | <b>13</b> |
| <b>Status</b>                          | <b>15</b> |
| <b>Events Management</b>               | <b>16</b> |
| <b>Create an Event</b>                 | <b>16</b> |
| <b>Edit an Event</b>                   | <b>20</b> |
| <b>Delete an Event</b>                 | <b>21</b> |
| <b>Clone an Event</b>                  | <b>22</b> |
| <b>Docs</b>                            | <b>23</b> |
| <b>Reporting</b>                       | <b>23</b> |
| <b>FAQ's and Support</b>               | <b>24</b> |
| <b>The etrainu Support Centre</b>      | <b>24</b> |
| <b>Contact Us</b>                      | <b>24</b> |



## Logging into your Account

Your organisation will have a unique URL to access your etrainu LMS platform. Typically, this URL is usually organisationname.etrainu.com/training. If you do not know your URL, please contact your Manager or [helpdesk@etrainu.com](mailto:helpdesk@etrainu.com).

1. When you reach the login page, enter your login credentials and click “Sign in”.
2. If you are unsure of your credentials, please check your inbox, including spam folders or contact your system administrator.

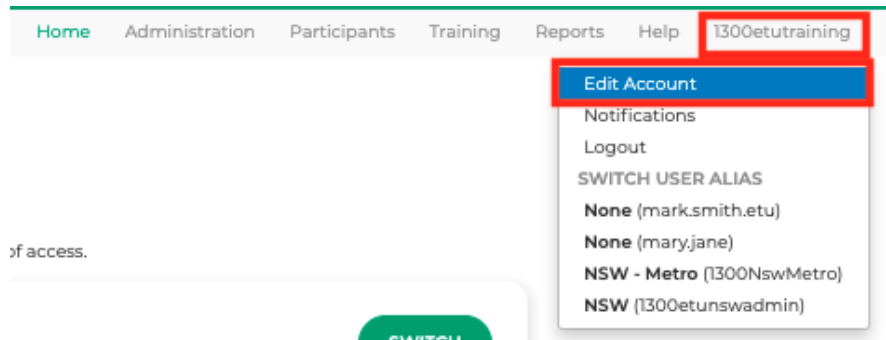




## Managing your Personal Details

It is important to keep your information up-to-date at all times while you are using the platform.

1. Click on “Edit Account” on the top right of the screen.



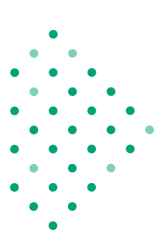
2. Make the required adjustments to your account information and click “Save”.

### Edit Account Information

Edit Account Information for *Mary Jane*

You will need a valid email address in order to receive notification messages from etrainu. Please add etrainu.com to your email safe list so that these messages are not marked as spam.

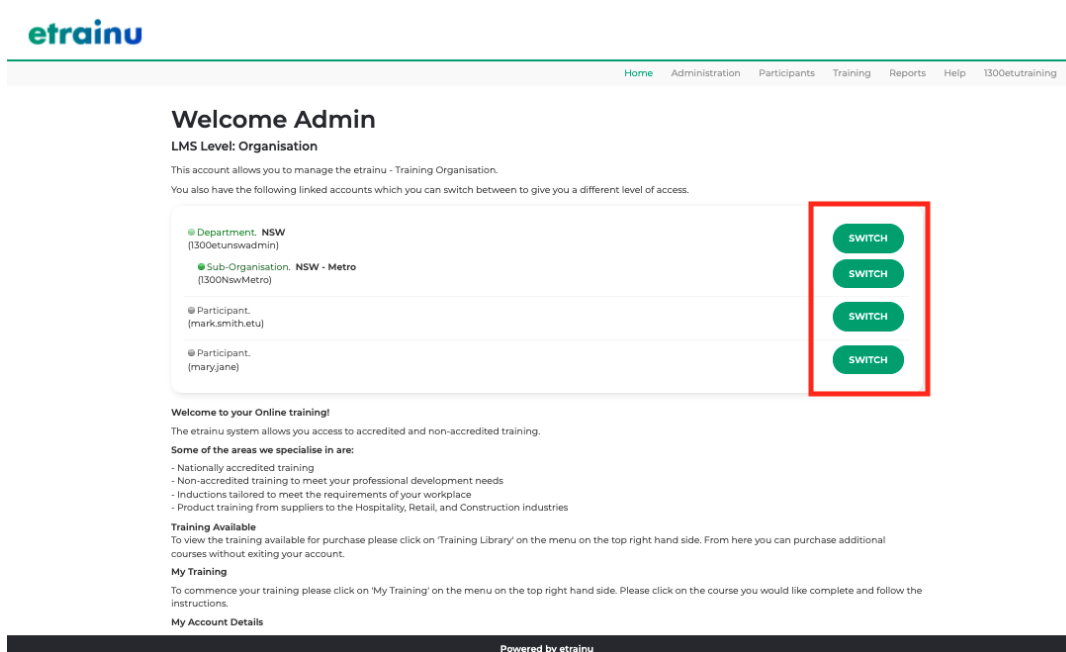
|  |   |  |                                     |  |   |  |                            |                             |                                    |
|--|---|--|-------------------------------------|--|---|--|----------------------------|-----------------------------|------------------------------------|
| <h4>Account Information</h4> <p><b>Username *</b><br/>maryjane<br/><small>Enter a unique username</small></p> <p><b>RESET PASSWORD</b></p>   | <h4>Contact Information</h4> <p><b>Email *</b><br/>admin@etrainu.com<br/><small>Enter a valid email address</small></p> <p>Please double check that this address is correct and working. This email address needs to be your own email address so that etrainu can contact you if you require assistance.</p> <p>Please provide the physical address (street number and name NOT post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p> <table border="1"><tr><td><b>Building/Property Name</b><br/>Building Name</td><td><b>Flat/Unit Details</b><br/>level 3</td></tr><tr><td><b>Street Number</b><br/><small>(e.g. 205 or Lot 118)</small></td><td><b>Street Name</b><br/>Street Name</td></tr><tr><td><b>Suburb</b><br/>Suburb</td><td><b>State</b><br/>Queensland</td></tr><tr><td><b>Country</b><br/>Australia</td><td><b>Phone Number</b><br/>07712345678</td></tr></table> <p><small>Please include the country code if you do not reside in Australia. This phone number needs to be your own so that etrainu can contact you if you require assistance.</small></p> <p><b>CANCEL</b> <b>SAVE</b></p> | <b>Building/Property Name</b><br>Building Name | <b>Flat/Unit Details</b><br>level 3 | <b>Street Number</b><br><small>(e.g. 205 or Lot 118)</small> | <b>Street Name</b><br>Street Name   | <b>Suburb</b><br>Suburb  | <b>State</b><br>Queensland | <b>Country</b><br>Australia | <b>Phone Number</b><br>07712345678 |
| <b>Building/Property Name</b><br>Building Name   | <b>Flat/Unit Details</b><br>level 3   |  |                                     |  |   |  |                            |                             |                                    |
| <b>Street Number</b><br><small>(e.g. 205 or Lot 118)</small>   | <b>Street Name</b><br>Street Name   |  |                                     |  |   |  |                            |                             |                                    |
| <b>Suburb</b><br>Suburb  | <b>State</b><br>Queensland  |  |                                     |  |   |  |                            |                             |                                    |
| <b>Country</b><br>Australia  | <b>Phone Number</b><br>07712345678  |  |                                     |  |   |  |                            |                             |                                    |
| <h4>Personal Information</h4> <table border="1"><tr><td><b>Title</b><br/>Miss</td><td><b>First Name: *</b><br/>Mary</td></tr><tr><td><b>Middle Name:</b><br/>Middle Name</td><td><b>Last Name: *</b><br/>Jane</td></tr><tr><td><b>Gender</b><br/><input type="radio"/> Male<br/><input checked="" type="radio"/> Female<br/><input type="radio"/> Other</td><td><b>Date of Birth:</b><br/>01/01/1980<br/><small>Enter in the format dd/mm/yyyy</small></td></tr></table> | <b>Title</b><br>Miss  | <b>First Name: *</b><br>Mary                   | <b>Middle Name:</b><br>Middle Name  | <b>Last Name: *</b><br>Jane                                  | <b>Gender</b><br><input type="radio"/> Male<br><input checked="" type="radio"/> Female<br><input type="radio"/> Other | <b>Date of Birth:</b><br>01/01/1980<br><small>Enter in the format dd/mm/yyyy</small> |                            |                             |                                    |
| <b>Title</b><br>Miss   | <b>First Name: *</b><br>Mary  |  |                                     |  |   |  |                            |                             |                                    |
| <b>Middle Name:</b><br>Middle Name   | <b>Last Name: *</b><br>Jane   |  |                                     |  |   |  |                            |                             |                                    |
| <b>Gender</b><br><input type="radio"/> Male<br><input checked="" type="radio"/> Female<br><input type="radio"/> Other  | <b>Date of Birth:</b><br>01/01/1980<br><small>Enter in the format dd/mm/yyyy</small>  |  |                                     |  |   |  |                            |                             |                                    |



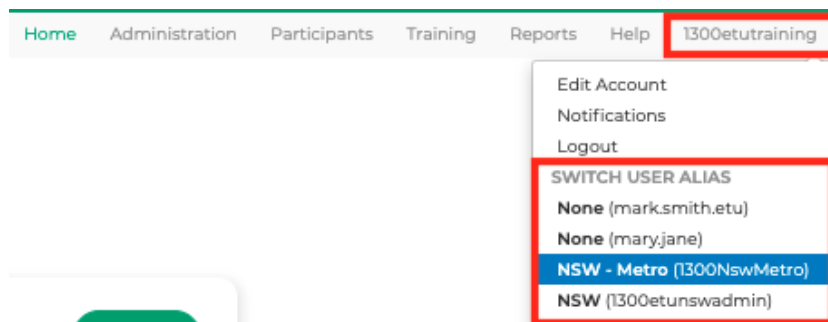
## Switching between your Accounts

You are able to switch between multiple accounts from your administrator account. There are two ways you can switch between accounts.

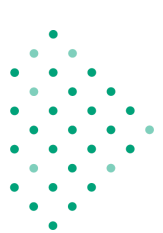
1. Click on the “Switch” button for the account you would like to switch into from the home page.



2. Click on your username in the menu bar on the top right and select the account you would like to switch into.



Note: You can switch back into any account when you have logged in.

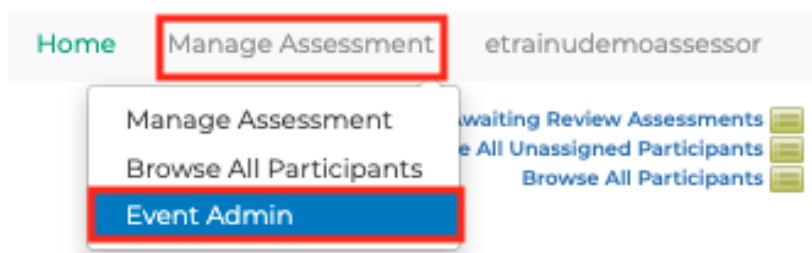


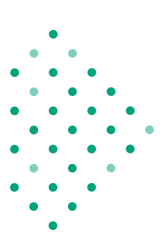
## Event Calendar

The event calendar is used by Participants to book in for an event. It allows Assessors to assess Participants on their skills or to mark their attendance for your assessments. The event calendar allows you to create, edit or clone events for your Participants to book into.

Below explains how to navigate through this area.

To access go to 'Manage Assessment' then click on 'Event Admin'.



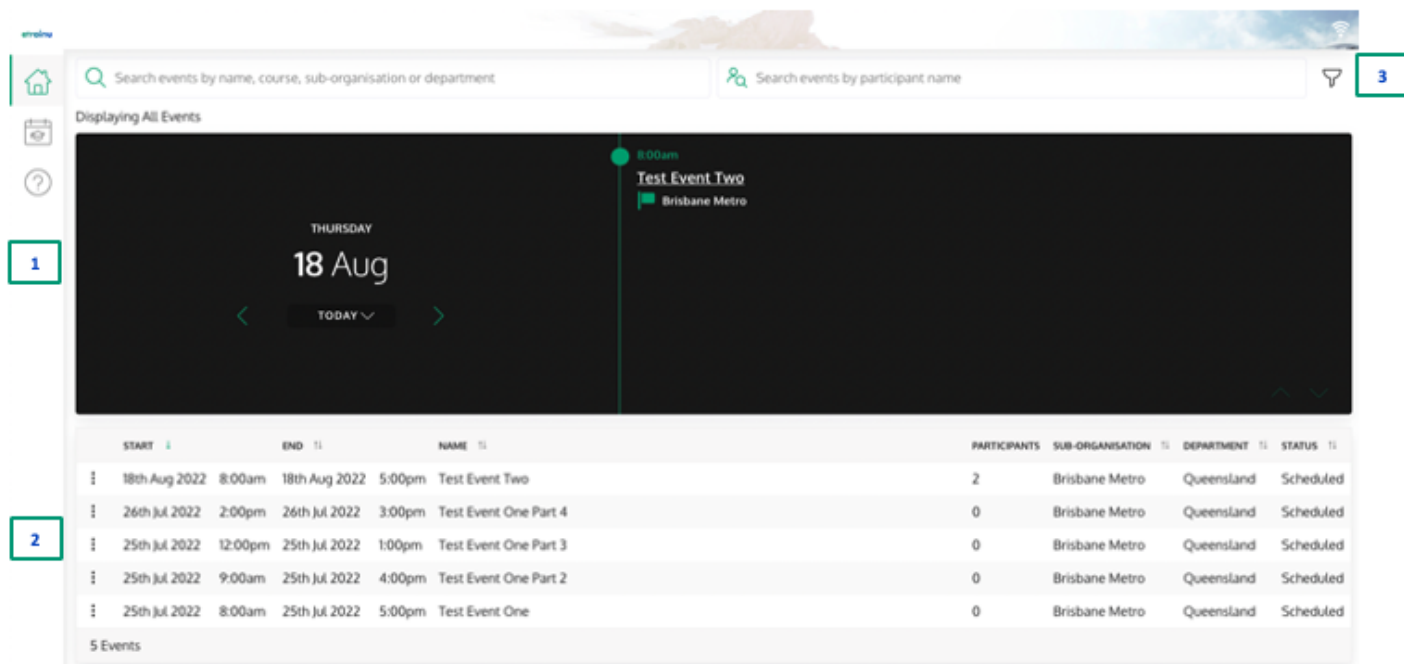


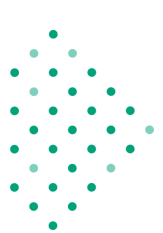
## Home Page

This page has two widgets that display assessment events. To view an assessment event, you are able to click on the events in either widget and the app will take you to the page for that event you selected.

1. **Widget One:** This displays the events by date.
2. **Widget Two:** A list of events and allows you to sort the events by name, region, date or status.
3. **Search/Filter bar:** You can search for events by their name, course or sub-organisation or by the Participant's name. You can also filter events displayed in both widgets by adding or removing the filters by pressing the filter button at the far right of the search bar and adjusting the filter options (My Sub-Organisations, My Events and/or Incomplete Events).

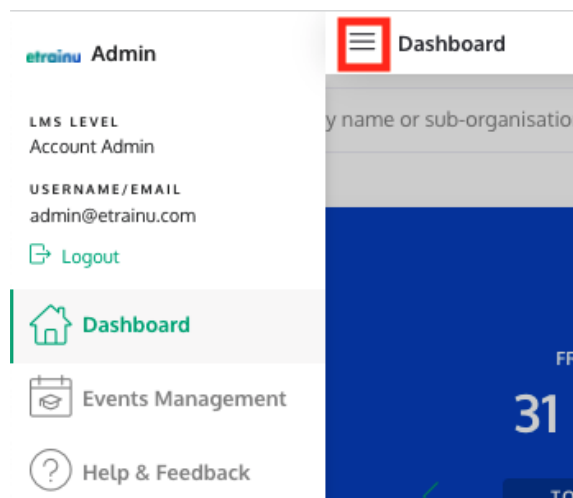
*Note: The filters you select upon you last login are selected upon your next login to the app by default.*





## Menus

The primary menu can be accessed by pressing the menu button beside your logo at the top left of the app. From here, you can logout or access the Home page (aka 'Dashboard' page), Events Management page or the Help and Feedback page. You can also navigate between these pages when the main menu is collapsed by pressing the icons in the side menu as highlighted in the image below.



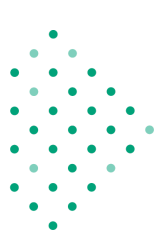
## Event Management

When you select “Event Management”, you can view the list of events. You can also search for events by sorting by dates, name, sub-organisation, department, status or by using the search/filter bar at the top.

The screenshot shows the 'Event Management' page. At the top, there are two search bars: 'Search events by name, course, sub-organisation or department' and 'Search events by participant name'. Below the search bars, it says 'Displaying All Events'. A table lists the events with columns for Start, End, Name, Participants, Sub-Organisation, Department, and Status. A green plus icon is visible at the bottom right of the page.

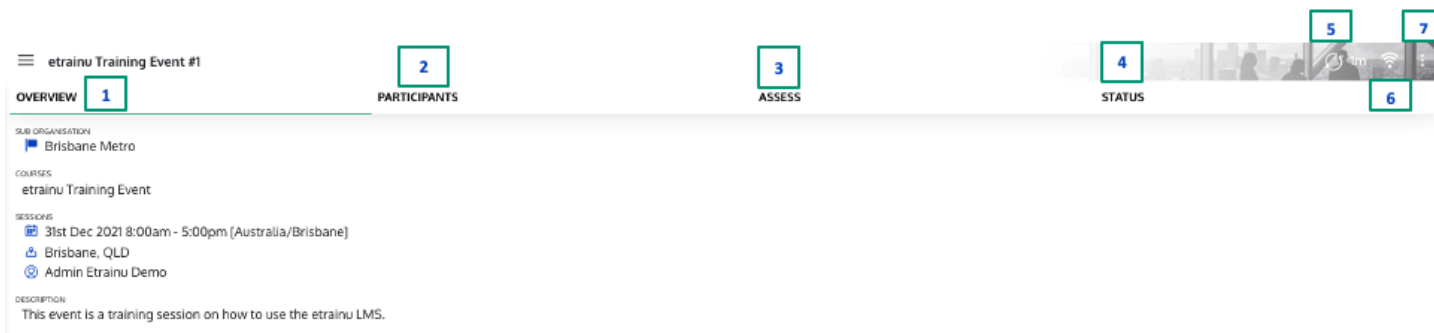
| START                 | END                  | NAME                  | PARTICIPANTS | SUB-ORGANISATION | DEPARTMENT | STATUS    |
|-----------------------|----------------------|-----------------------|--------------|------------------|------------|-----------|
| 18th Aug 2022 8:00am  | 18th Aug 2022 5:00pm | Test Event Two        | 1            | Brisbane Metro   | Queensland | Scheduled |
| 26th Jul 2022 2:00pm  | 26th Jul 2022 3:00pm | Test Event One Part 4 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 25th Jul 2022 12:00pm | 25th Jul 2022 1:00pm | Test Event One Part 3 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 25th Jul 2022 9:00am  | 25th Jul 2022 4:00pm | Test Event One Part 2 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 25th Jul 2022 8:00am  | 25th Jul 2022 5:00pm | Test Event One        | 0            | Brisbane Metro   | Queensland | Scheduled |

5 Events

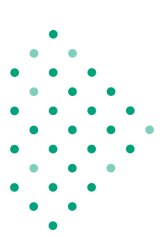


## Event Pages

After selecting an event, the app will navigate to the page for the selected event. The event page has four tabs within it (Overview, Participants, Assess and Status).

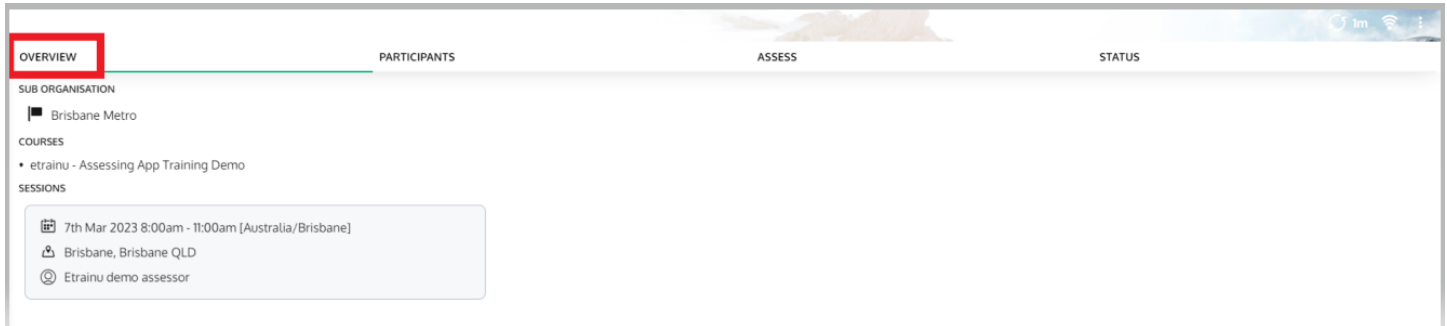


1. **Overview:** This displays information about the event (Sub-Organisation/s, Course/s, Date/s, Location, Assessor/s and a description of the event).
2. **Participants:** A list of Participants enrolled in the event and the assessors.
3. **Assess:** Assessment items to be marked against a participant.
4. **Status:** An overview of the Participants that are complete or incomplete.
5. **Refresh:** Select the frequency of the app refreshing.
6. **Wifi:** Turn the wifi connection on/off. Data will update when you turn this back on and when you are connected to the wifi again.
7. **Contextual Menu:** It provides options to edit, delete and clone the event. The options in this menu may differ when you click on the different tabs.



## Overview

The overview tab displays the key event details including the Sub-Organisation, Course/s, Date and Times, Location, Assessor and a short description of the event.



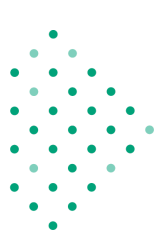
## Participants

The Participants tab allows you to do the following:

- View all Participants that have enrolled into the event
- Enrol or Sign-in Participants for the event.
- Contact Participants via email
- Review a Participant's status for the event
- Delete a Participant
- View the assessor/s for the event

**Note:** Assessors can now be assigned to events as a participant in the Assess App but will not be able to assess themselves in the assess tab.

The following screenshot shows how the Participants page will look with enrolled/signed in Participants.



OVERVIEW PARTICIPANTS ASSESS STATUS

SIGNED IN PARTICIPANTS 1

Search participants by name...


| <input type="checkbox"/> | NAME ↑                             | CONTACT | STATUS    |
|--------------------------|------------------------------------|---------|-----------|
| ⋮                        | <input type="checkbox"/> Mary Jane | ✉       | Signed In |

1 Participant

ASSESSORS

| <input type="checkbox"/> | NAME ↑↓               | CONTACT |
|--------------------------|-----------------------|---------|
| <input type="checkbox"/> | Etrainu demo assessor | ✉       |

1 Assessor



## Sign in Participant

If you have a participant who hasn't enrolled prior to the event, you can add them by clicking the round '+' button in the bottom right-hand corner.

OVERVIEW PARTICIPANTS ASSESS STATUS

SIGNED IN PARTICIPANTS 1

Search participants by name...


| <input type="checkbox"/> | NAME ↑                             | CONTACT | STATUS    |
|--------------------------|------------------------------------|---------|-----------|
| ⋮                        | <input type="checkbox"/> Mary Jane | ✉       | Signed In |

1 Participant

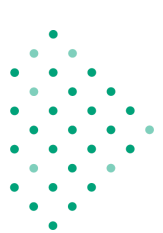
ASSESSORS

| <input type="checkbox"/> | NAME ↑↓               | CONTACT |
|--------------------------|-----------------------|---------|
| <input type="checkbox"/> | Etrainu demo assessor | ✉       |

1 Assessor



The sign-in window will pop up and you will be required to enter the following details about the participant to complete the registration.



✕

### Sign In Participant

1

👤

✕

Select course

2

👤

etrainu - Assessing App Training Demo

3

Eligible

4

Sign In

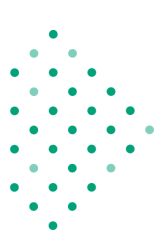
1. **Name:** Type the participant's first and last name. If the participant is presented in the list, select them in the list to complete the participant search. If you cannot locate the participant then the participant has not yet logged in.
2. **Course/s:** The course/s for the event will appear. If there are multiple courses only select the course/s you will assess the participant for.
3. **Eligible:** This advises whether the participant is eligible to enrol into the event. If they're not a X will appear and the prerequisites required will be advised on screen.
4. **Sign In:** Sign the participant into the event.

## Contextual Menu Options

The menu options in this section allows you to edit, delete or clone the event (these options are advised within this user guide).

The screenshot shows the 'PARTICIPANTS' tab in the etrainu application. A table lists participants, with one entry for 'Mary Jane' who is 'Signed In'. A red box highlights a contextual menu that appears over the table, containing the following options: Edit, Clone, Delete, Copy Enrolment Link, and Attendance Sheet.

| NAME      | CONTACT | STATUS    |
|-----------|---------|-----------|
| Mary Jane | ✉       | Signed In |



**Edit:** You can edit the event should you need to make amendments.

**Clone:** Events can be cloned if you are running multiple events with the same course/assessors.

**Delete:** An event can be deleted if cancelled or made in error.

**Copy Enrolment Link:** To get a copy of the enrolment link, click on this. Once copied, the link will be saved to the clipboard.

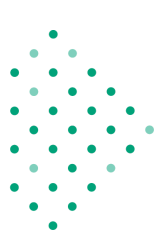
The screenshot shows the 'PARTICIPANTS' tab in the Etrainu interface. At the top, there are navigation tabs: OVERVIEW, PARTICIPANTS (active), ASSESS, and STATUS. Below the tabs, there's a header for 'SIGNED IN PARTICIPANTS 1' with an 'Options' button. A search bar is present with the text 'Search participants by name...'. Below the search bar is a table with columns: NAME, CONTACT, and STATUS. The table contains one row for 'Mary Jane' with a contact icon and 'Signed In' status. Below the table, it says '1 Participant'. There is an 'Options' menu open on the right side of the table, listing: 'Email All Participants', 'Email Selected Participants', 'Sign In Selected Participants', and 'Export Participants'. Below the table, there is an 'ASSESSORS' section with an 'Options' button. The table has columns: NAME, CONTACT. It contains one row for 'Etrainu demo assessor (Assessor)' with a contact icon. Below the table, it says '1 Assessor'.

**Email All Participants:** An email can be sent to all Participants in the event.

**Email Selected Participants:** An email can be sent to selected Participants in the event.

**Sign in Selected Participants:** You can tick the boxes next to the Participants and sign them in at once rather than individually signing them in.

**Export Participants:** You can export the list of Participants for the event. This will advise any that have been removed, and extra participant information (external system IDs or sub-organisation relationships) which you can export in CSV format.



OVERVIEW PARTICIPANTS ASSESS STATUS

SIGNED IN PARTICIPANTS 1 Options

Search participants by name...

| <input type="checkbox"/> | NAME ↑    | CONTACT | STATUS    |
|--------------------------|-----------|---------|-----------|
| <input type="checkbox"/> | Mary Jane | ✉       | Signed In |

1 Participant

ASSESSORS Options

| <input type="checkbox"/> | NAME ↑↓                          | CONTACT |
|--------------------------|----------------------------------|---------|
| <input type="checkbox"/> | Etrainu demo assessor (Assessor) | ✉       |

1 Assessor

Email All Assessors  
Email Selected Assessors

**Email All Assessors:** An email can be sent to all Assessors in the event.

**Email Selected Assessors:** An email can be sent to selected Assessors in the event.

OVERVIEW PARTICIPANTS ASSESS STATUS

SIGNED IN PARTICIPANTS 2 Options

Search participants by name...

| <input type="checkbox"/>            | NAME ↑         | CONTACT | STATUS    |
|-------------------------------------|----------------|---------|-----------|
| <input checked="" type="checkbox"/> | Mary Jane      | ✉       | Signed In |
| <input type="checkbox"/>            | Mary Jane Demo | ✉       | Signed In |

More Information  
Edit  
Delete

Participants

ASSESSORS Options

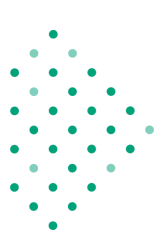
| <input type="checkbox"/> | NAME ↑↓                          | CONTACT |
|--------------------------|----------------------------------|---------|
| <input type="checkbox"/> | Etrainu demo assessor (Assessor) | ✉       |

1 Assessor

**More Information:** This provides participant details, such as the full name, date of birth (if available), email address, and sub-organisation of the participant.

**Edit:** To edit details of the participant, such as the course where the participant will be assessed.

**Delete:** This is used to remove a participant from the event.



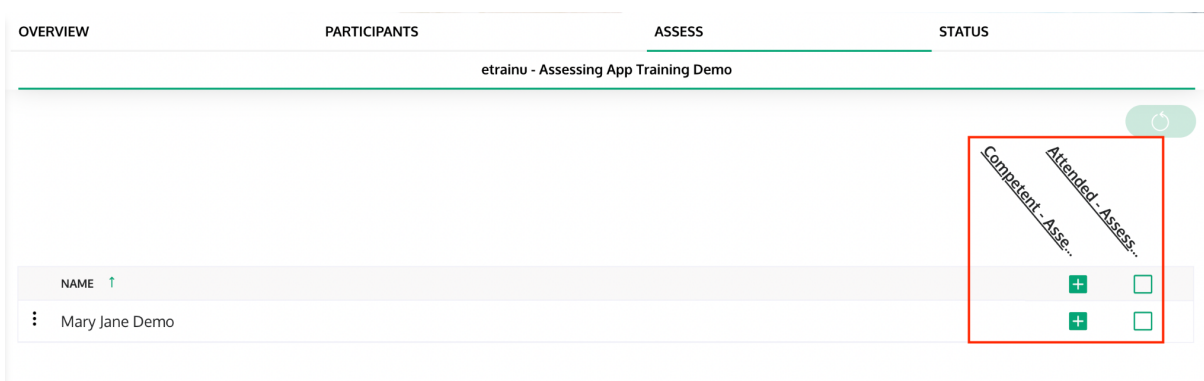
## Assess

The assessments tab allows you to view all courses and the assessment items covered within the event. The assessments tab allows you to assess Participants or navigate to the specific assessment page for a particular assessment.

You must be an Assessor assigned to the event to be able to assess or make changes.

Ensure that all Participants have been signed into the event first before assessing them.

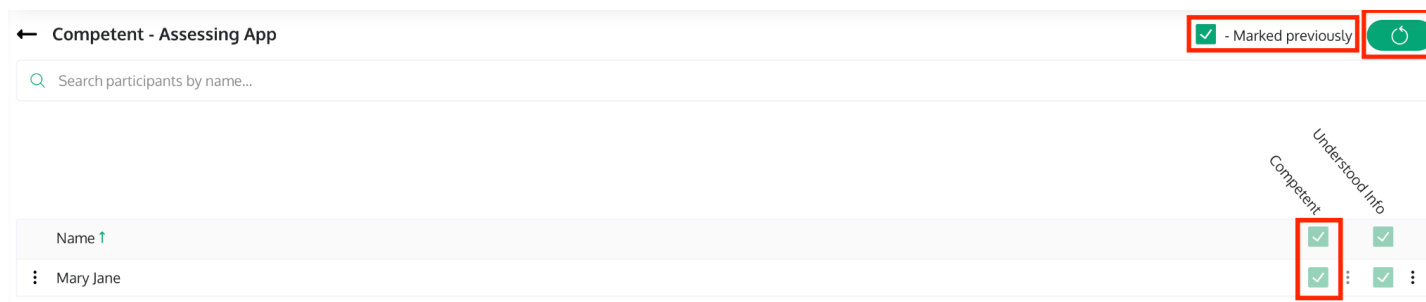
To navigate to a specific assessment page, you can select the assessment titles or you can press the checkboxes with a + .

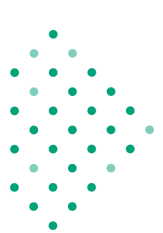


To assess a Participant as competent for a particular assessment, press the relevant checkbox in either the primary assessment tab or the specific assessment page table.

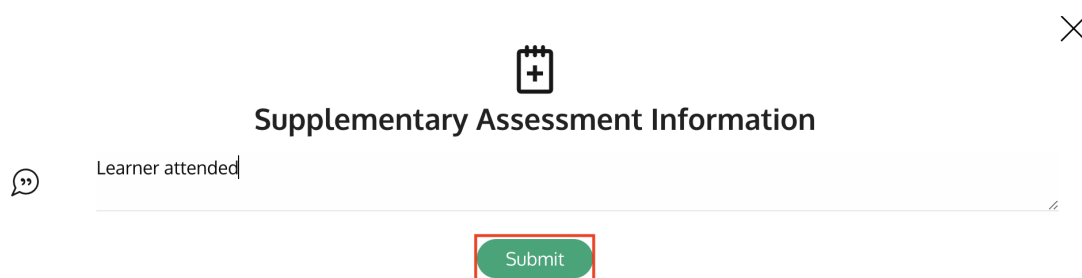
If there is a + this advises that there are multiple assessment items under the assessment item.

If you have marked an assessment in error, you can revert the assessments (to a maximum of 5 times). To do this click the circle icon in the top right corner of the assessing page.



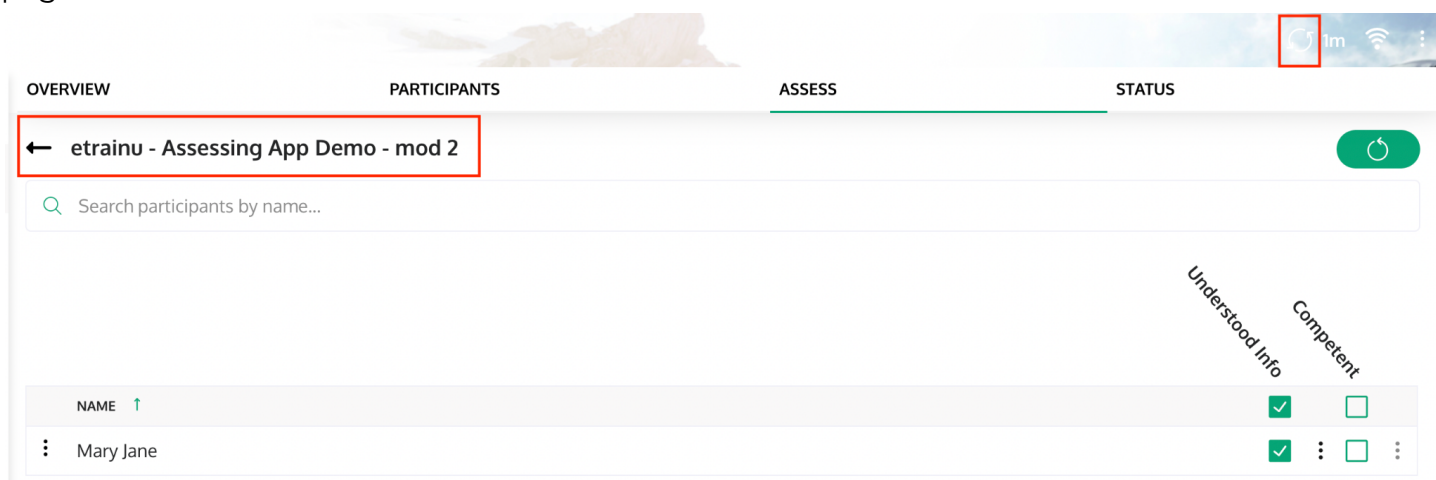


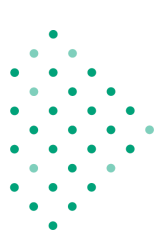
If you need to record additional notes relating to an assessment, select the secondary menu next to the checkboxes (i.e. three vertical dots) on the sub-assessment pages. You will be presented with a popup like the one in the screenshot below that will allow you to record notes or times depending on the setup of the assessment item.



To navigate between the primary assessment page and the sub-assessment pages, use the back arrow next to the sub-assessment page heading as highlighted in the image below.

Please note that multiple Assessors can assess Participants at the same time. To see the latest assessment data, press the Refresh button to refresh the data presented within the assessment pages.





## Status

The Status tab provides an overview of the Participants that are complete or incomplete for the courses covered in the event and provides a button to enable an event to be marked as complete. It will also provide an option to add a hard copy of the document or upload and link documents for an event if extra documents are required for record keeping purposes.

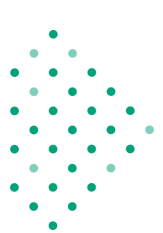
The screenshot shows the 'Status' tab interface. At the top, there are four tabs: OVERVIEW, PARTICIPANTS, ASSESS, and STATUS. The STATUS tab is selected. Below the tabs, there is a section for 'EVENT COMPLETE DATE' with a dropdown arrow. The main part of the interface is a table with the following data:

| PARTICIPANT NAME | COURSE NAME          | PROGRESS | COMPLETION DATE |
|------------------|----------------------|----------|-----------------|
| Mary Jane Demo   | Event App Demo Zosia | 0%       | -               |
| John Smith       | Event App Demo Zosia | 100%     | 9th Jan 2023    |
| Care Etrainu     | Event App Demo Zosia | 100%     | -               |

Below the table, it says '3 Participants'. There is also a 'SUMMARY NOTES' section with a red box around the title and a message: 'No summary notes have been added to this event'. At the bottom, there is an 'UPLOAD DOCUMENT/S' section with a red box around the title and a dropdown menu with options: 'Upload Document', 'Link Document', and 'Hard Copy'.

Once all assessment activities have been completed for an event, go to the top right of the page, click on the three dots to get a drop-down menu and click on the 'Mark Complete' button as shown in the image below. This will put the event in a read-only state and will then push data to the LMS.

The event compliance report will allow assess app users to download a report that contains all activity related to an event (including registering attendance, assessment history and event configuration update activity).



Manual [Settings Icon]

OVERVIEW PARTICIPANTS ASSESS STATUS

EVENT COMPLETE DATE: -

| PARTICIPANT NAME | COURSE NAME          | PROGRESS | COMPLETION DATE |
|------------------|----------------------|----------|-----------------|
| Mary Jane Demo   | Event App Demo Zosia | 0%       | -               |
| John Smith       | Event App Demo Zosia | 100%     | 9th Jan 2023    |
| Care Etrainu     | Event App Demo Zosia | 100%     | -               |

3 Participants

SUMMARY NOTES

No summary notes have been added to this event

UPLOAD DOCUMENT/S

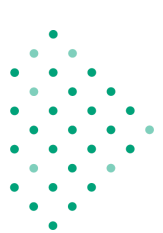
| NAME              | TYPE | DOCUMENT | SUBMITTED BY | DATE SUBMITTED | OPTIONS |
|-------------------|------|----------|--------------|----------------|---------|
| Optional Document |      |          |              |                |         |

Download All

- Edit
- Clone
- Delete
- Copy Enrolment Link
- Mark Complete
- Compliance Report
- Assessment History

Add Notes

**Note:** The course will not show complete in the participant's account if they have not yet completed the online modules/inductions. Once they have completed these they will receive their certification within 24 hours.



## Events Management

### Create an Event

To create events, use the main app menu to navigate to the Events Management page.

To create an event, press the plus button in the bottom right corner of the page.

etrainu Etrainu

LMS LEVEL  
Assessor  
USERNAME/EMAIL  
admin@etrainu.com

Logout

Dashboard

**Events Management**

Help & Feedback

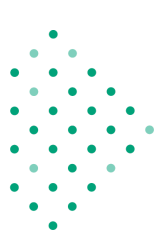
Management

by name, course, sub-organisation or department

Search events by participant name

| END                          | NAME                  | PARTICIPANTS | SUB-ORGANISATION | DEPARTMENT | STATUS    |
|------------------------------|-----------------------|--------------|------------------|------------|-----------|
| 8:00am 18th Aug 2022 5:00pm  | Test Event Two        | 2            | Brisbane Metro   | Queensland | Scheduled |
| 2:00pm 26th Jul 2022 3:00pm  | Test Event One Part 4 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 12:00pm 25th Jul 2022 1:00pm | Test Event One Part 3 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 9:00am 25th Jul 2022 4:00pm  | Test Event One Part 2 | 0            | Brisbane Metro   | Queensland | Scheduled |
| 8:00am 25th Jul 2022 5:00pm  | Test Event One        | 0            | Brisbane Metro   | Queensland | Scheduled |

+

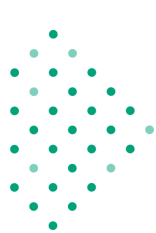


You will be presented with the following page to create an event.

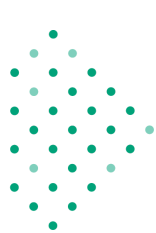
The screenshot shows a form for creating an event with the following sections and fields:

- 1 Select Event Template:** A dropdown menu with the text "No event template selected".
- 2 Event Details:**
  - SUB-ORGANISATION\*:** A dropdown menu with "Queensland - Brisbane Metro" selected.
  - COURSE/S\*:** A dropdown menu with "etrainu - Assessing App Training Demo (X)" selected.
  - TOTAL NUMBER OF PARTICIPANTS:** A text input field with the instruction "Leave blank if there is no limits, specify a positive number otherwise".
  - LIMIT EXTERNAL PARTICIPANTS:** A checkbox, currently unchecked.
- 6 Event Contact:** A section with a "Use My Details" link and three input fields:
  - NAME\*:** "etrainu"
  - EMAIL\*:** "admin@etrainu.com"
  - PHONE:** "0731142958"

1. **Event Template:** Assessor can now use a prefilled template when creating an event. Coordinate with your Customer Success Manager to set this up.
2. **Sub-organisation:** Sub-organisation that the event is for. Only one can be selected.
3. **Course/s:** Select the course/s for the event.
4. **Total Number of Participants:** A limit on the number of Participants that can enrol into the event. This field is optional and should be left blank if no limit should be set.
5. **Limit External Participants:** If selected this can stop Participants enrolling from other Sub-Organisations.
6. **Event Contact details:** Provide details of the event contact. The phone number field is optional.



7. **Sessions - Date/Time:** Provide the date and time of the event.
8. **Location:** Select a location for the session by typing either a name of a place or an address in the location field. The location field uses Google’s Maps service to assist with selecting a location. Find the desired location by scrolling within the results window and then pressing a location to select it. The following image shows that the location field will find place names that are listed in the Google Maps service.
9. **No Location:** This can be selected if the event is a re-sit etc.
10. **Use Video Conference Link:** A video conference link can be added to the event if this is done online.
11. **Special Instructions:** Special location instructions can be specified in the next field as desired per the following image. This field is optional.
12. **Assessors:** To select one or more Assessors type the name of the Assessors desired for the session in the Assessors field. This field will only let you search and select Assessors that have been assigned the appropriate course/s in the LMS. Find the desired Assessor(s) by typing their first and last name within the results window and then pressing the Assessor to select it. Once selected, the Assessor will be displayed.
13. **Name:** This is the name of the event.
14. **Description:** This information is about the event.



15 Resources

Add Event Resources

16 Notifications

REMINDER NOTIFICATIONS\*

Participants One Day Before Email

Participants One Week Before Email

17 POST ENROLMENT INSTRUCTIONS

**B** *I* U

eg. Please read through safety booklet before arriving

18 Expected Documents

Add Expected Documents

19 Event Feedback

FEEDBACK SURVEY URL

Feedback Survey URL (eg. SurveyMonkey)

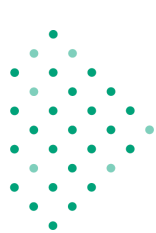
15. **Resources:** You can also add resource links if required.

16. **Notifications:** Notifications to be emailed to your Participants, as well as post-enrolment instructions to be included in enrolment emails, are sent to Participants as per the screenshot above. Event reminder emails can now be sent to event administrators and assessors 1 or 2 weeks prior to an event.

17. **Post Enrolment Instructions:** Information can be advised to your Participants here

18. **Expected Documents:** You can also add expected documents and mark it as mandatory.

19. **Event Feedback:** Event administrators can request feedback from participants who attended the event. Administrators can configure external feedback survey links (e.g. Jotform, SurveyMonkey, Delighted etc) in the event configuration page and the Assess App will send notifications to participants at the end of the event to ask them to provide feedback via the configured survey link.



20 **Advanced Settings**

21 **EVENT SETTINGS**

Show in Training Event Page

**ASSESSMENT FEATURES**

Automatically mark participants as competent  
 Simplify assessment marking

**SIGN IN FORM SETTINGS**

Hide session ID field  
 Hide image capture  
 Hide additional requirements  
 Make image capture mandatory

20. **Advanced Settings:** The advanced settings allow various aspects and features to be enabled or disabled as desired.

21. **Private Event:** This makes the event not visible on the Participant’s training event calendar.

22 **ENABLE ENROLMENT QUESTIONS**

Enable Enrolment Questions

**Enrolment Questions Settings** Preview Form

**ENROLMENT QUESTIONS FORM BUILDER**

Select a field

23 **ENROLMENT QUESTIONS TERMS & CONDITIONS\***

T&Cs Title T&Cs URL

Cancel Create Event

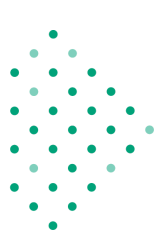
24

22. **Event Enrolment Questions:** This option is available for organisations to configure on the events for the participants to answer when enrolling into events.

23. **Enrolment Questions Terms & Conditions:** You can add the T&Cs Title and URL here.

24. **Create Event:** You can repeat the above process once you click the “Create Event” button to create the event.

Once the event is created, the Assessors selected in the learning sessions will be notified of the event via email and will be emailed a calendar attachment to add the event to their personal calendars.



Events can be edited, deleted or cloned by pressing the menu button on the left of each event in the Events Management page as per the information advised below.

## Edit an Event

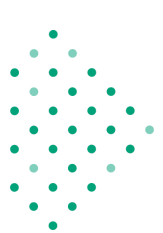
It is possible to update any details of the event via the Edit Event page. To edit the event click the Dots next to the date of the event and click “edit”.

The screenshot shows the 'OVERVIEW' tab of an event page. The event details include: SUB ORGANISATION: Regional QLD; COURSES: etrainu - Assessing App Training Demo; SESSIONS: Test (28th Dec 2023 8:00am - 11:00am [Asia/Manila], No Location, Etrainu demo assessor). An 'ENROLMENT LINK' is provided as 'Click to Copy'. A menu is open on the right side of the page, with the 'Edit' option highlighted by a red rectangle. Other options in the menu are 'Clone', 'Delete', and 'Copy Enrolment Link'.


Once the updates to the event are made and click the ‘Update Event’ button at the bottom of the page.

The screenshot shows the 'Notifications' section with 'REMINDER NOTIFICATIONS' and 'POST ENROLMENT INSTRUCTIONS'. The 'REMINDER NOTIFICATIONS' section has two rows: 'One Week Before' with 'Email' selected and a green plus icon, and 'One Day Before' with 'Email' selected and a green plus icon. The 'POST ENROLMENT INSTRUCTIONS' section has a rich text editor with bold, italic, underline, and link icons, and the text 'Please review the content before attending'. Below this is the 'Advanced Settings' section, which is currently collapsed. At the bottom of the page, there are two buttons: 'Cancel' and 'Update Event', with the 'Update Event' button highlighted by a red rectangle.

A pop-up will appear to confirm they wish to update the event. They will also be asked if the app should send a notification to the Participants and Assessors regarding the event modification. You can also include an additional message for notification recipients that will be included in the email notification.




✕

  
**Update Event?**

Notify Participants

Notify Assessors


 Additional message for enrolled participants and assessors (optional)

---

## Delete an Event


Similarly, if an Assessor wishes to delete an event, they will be presented with a popup asking them to confirm they want to delete the event. Email notifications will always be sent to Assessors and enrolled Participants of the event when deleting an event. Assessors are able to include an additional message for notification recipients that will be included in the email notification, however.


✕

  
**Cancel Event?**

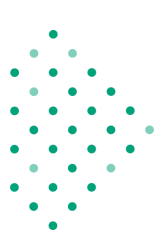
Notify Participants

Notify Assessors

 Provide a cancellation reason ▼

 Additional message for enrolled participants and assessors (optional)

---



## Clone an Event

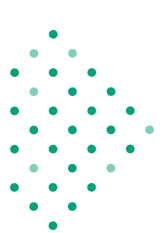
If an Assessor wishes to clone an event, pressing the clone event button will open the Clone Event page with all details of the event that is being copied to the new event. The date and time fields under the Sessions will be blank, however, and must be set for the new event.

To clone the event click the three dots and click **“Clone”**.

The screenshot shows the 'OVERVIEW' tab of an event page. The page has a top navigation bar with 'Manual' and a dropdown menu. The main content area is divided into sections: 'SUB ORGANISATION' (Regional QLD), 'COURSES' (etrainu - Assessing App Training Demo), and 'SESSIONS'. The 'SESSIONS' section shows a 'Test' session with details: '28th Dec 2023 8:00am - 11:00am [Asia/Manila]', 'No Location', and 'Etrainu demo assessor'. Below this is an 'ENROLMENT LINK' section with a 'Click to Copy' button. A dropdown menu is open on the right side, showing options: 'Edit', 'Clone' (highlighted with a red box), 'Delete', and 'Copy Enrolment Link'.

The date and time fields under the Sessions will be blank, however, and must be set for the new event.

When all fields have been completed click **“Create Event”**.



## Docs

To access Assessor resources, click on the “Docs” menu item.

You are then able to review any resources for Assessors. To download a resource, click on download.



## Document Library

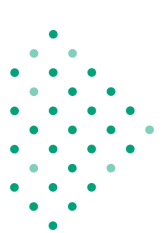
The screenshot shows a 'Document Library' section with three document cards. Each card features the etrainu logo at the top, followed by the document title, a description, the date updated (25/03/2022), and a 'DOWNLOAD' button. The 'DOWNLOAD' button on the first card is highlighted with a red box. A green plus sign icon is visible on the right side of the library.

**Note:** *This functionality is not available for all organisations. Please contact your Customer Success Manager if you would like to include this.*

## Reporting

To obtain any reports you must log in to your Administrator account if you’ve been granted access.

Please refer to the Administrator User Guide.



## FAQ's and Support

Within our etrainu Support Centre, we have a range of helpful articles and training videos available to help you with any questions or concerns you may have while you complete your training.

It is always recommended that, if you are completing training via an organization, you reach out to your System Administrator first.

However, if you are unable to have your questions answered, please see the below helpful links.

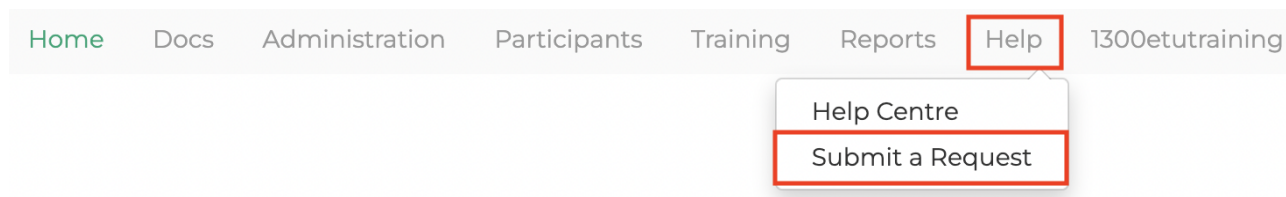
## The etrainu Support Centre

To access the Support Centre, click on the link below:

<https://etrainusupport.zendesk.com/hc/en-us>

## Contact Us

To log a ticket with our Help Desk, click on “Help” from the menu bar on the top right, followed by “Submit a Request”.



Alternatively, you can submit a request to our Help Desk directly by clicking the link below:

<https://etrainusupport.zendesk.com/hc/en-us/requests/new>

Please allow up to 2 business days for a response.