

BIOSITE

ASSA ABLOY

Training Course Categories

QSG.102.P.N

0121 374 2939 (Option 1)
support@biositesystems.com

Training Course Categories

Training

In the Portal, navigate to **All Tools > Training**.

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

BIOSITE
ASSA ABLOY

The screenshot displays the BIOSITE portal interface. On the left is a vertical navigation menu with icons for Users, Reports, Deliveries, Access control, Sites, and All tools. The main content area shows the BIOSITE logo, a 'Select organisation' dropdown, and a grid of tool icons. The 'Training' icon, which depicts a document with a gear, is highlighted with a white border. Other visible icons include Users, Reports, Deliveries, Access control, Sites, Organisations, and Configuration.

Training Course Categories

Training

Dashboard

Click on **Settings**.

IN THIS SECTION

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

Courses

Settings

Training Course Categories

Training

To edit the category name, click on the name.

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

Categories

Categories	
Search	<input type="text" value="Search categories..."/> 
CATEGORY NAME 	
Briefing	
Environment	
Fire and First Aid	
Health and Safety	

Training Course Categories

Training

Briefing

Type in the name you would like.

Click **Save**.

You can also delete the category, by clicking **Delete category**.

You can only delete unassigned categories.

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

Category name

Save

Delete category

Cancel

Training Course Categories

Training

To create a new category, click **+ Add a new category**.

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

Toolbox Talks

Training

8 categories

 [Add a new category.](#)

Training Course Categories

Training

Add a new category



Type in the new category name.

Once done click **Add**.

Category name

Cancel

Add

To view/add/delete course categories you will need to have the permission 'Manage Categories'.

Training Course Categories

Training

The category can now be assigned when creating/editing a training course.

Supervisor required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Requires that the organiser is a supervisor.
Organiser receives training	<ul style="list-style-type: none">Briefing - ImplementationFire and First AidHealth and SafetyITPlant and MachineryToolbox TalksTraining
Organiser requires user type	
Course categories (optional)	

Support

Biosite provide user support from 7.00am – 6.00pm Monday to Friday (exc. Public holidays)

Should you need help please contact our support team

0121 374 2939 (Option 1)
support@biositesystems.com

BIOSITE
ASSA ABLOY

