BIOSITE

ASSA ABLOY

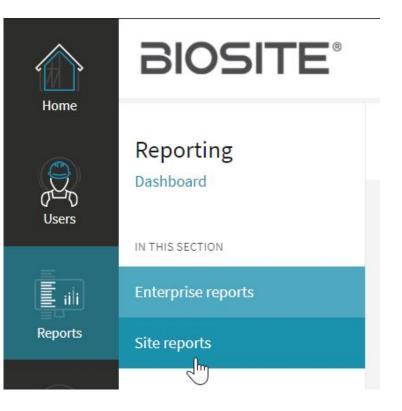
Training Reports-Portal

QSG.19.2.P.N

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

Portal Dashboard

BIOSITE ASSA ABLOY In the portal go to **Reports** and select **Site Reports**



Training Reports

Select **Basic** then **Training summary**

Meridan Apartment	REPORT		
Complex Change	Accident record		
onan Be	Biosite registration		
IN THIS SECTION	Individual user		
Basic	Near misses		
Time and attendance	Near miss summary		
Carbon	Near miss user		
Competency	Online induction Organisations		
Advanced	Roll call		
Delivery	Training by organisation		
Tax	Training record		
Legacy	<u>Training summary</u>		

Training Reports filtering

Select the **courses** you are running the report for

> Training Summary Options Courses Courses Select courses to be included in the report. Q Select All Filter Diversity Fire Protocol

Heavy lifting Site Communication v1 ~

Training Reports filtering

Click Training **Summary Option**

Select the required group Click Generate report	Training summary report Biosite Systems - Meridan Apartment Complex Identify training received by users registered on site.		Schedule Save New		
	Courses	Training Summary Options			
	User filter option		- choose		
			Currently on site		
			Registered on site		

Exporting

To export the report (top right):

- Print
- PDF
- CSV

Training summary report Biosite Systems - Meridan Apartment Complex



Identify training received by users registered on site.

First Name	Surname	Course	Expiry Date
Liam	Gray	Testing Course, Current edition	6 Nov 21
Molly	Butler	Testing Course, Current edition	4 Nov 21
Joshua	Wilkinson	Fire Protocol, Current edition	10 Nov 21

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

