Training
Reports-Portal

BIOSITE

ASSA ABLOY

Training Reports-Portal

Portal Dashboard

In the portal go to **Reports** and select **Site Reports**

Training Reports-Portal

Training Reports

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

Training Reports-Portal

Training Reports filtering

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

Training Reports-Portal

Training Reports filtering

Click **Training Summary Option**

Select the required group

Click **Generate report**

Training Reports-Portal

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

CALL 0121 374 2939 (Option 1)

TICKET RAISED
Please note the reference number, as you will need it later.

SUPPORT INVESTIGATE

RESOLVED REMOTELY
You will recieve an email or call to confirm

PASS TO SERVICE TEAM
Service will raise an order and advise when an engineer will be on site in line with SLA's

PASSED TO 2ND LINE SUPPORT
Where required

ENGINEER ATTENDS SITE TO FIX ISSUE

RESOLVED
You will recieve an email or call to confirm

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