

BIOSITE

ASSA ABLOY

Create a training course (Site)

QSG.79.L.N

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Create a training course (Site)

Main Menu

In the Local system on
the **Main menu**,
click **Manage Site**



Site
Monitor



Manage
Users



Add/Verify
User



Manage
Site



Reports



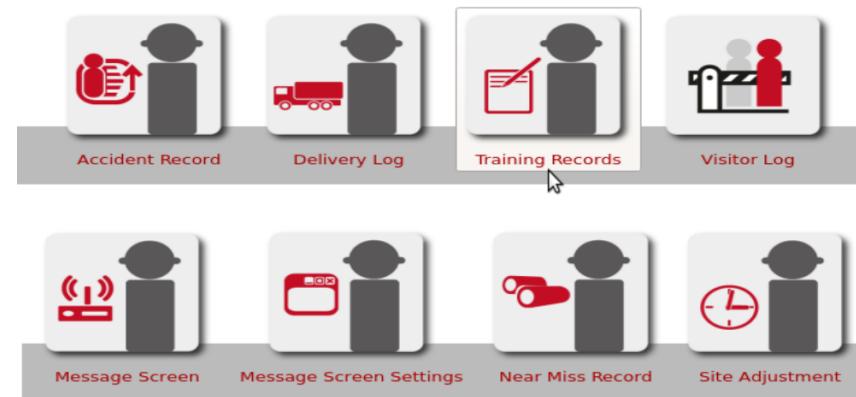
Configure

Create a training course (Site)

Training Records

Click **Training records**

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Create a training course (Site)

Training Records

You will see previous training sessions

Click on the **settings** button

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BioSite Desktop Application 8.122.0

BIOSITE®

Biosite Demonstration
Meridan Apartment Complex
Operatives on site: 58
Licence expires: Sunday, 1 January 2040

Site Monitor Main Menu Fire Rollcall Logout

Training Record

Show all Filter by date

Change training configuration

Date ▼	Organiser	Summary	Number of Attendees
2 Aug 2021 15:54:04	Nash Mav	Fire Protocol	2
3 Aug 2021 12:00:04	Dale Henson	Testing Course	5
3 Aug 2021 14:00:03	Dale Henson	Diversity	5
4 Aug 2021 12:00:03	Dale Henson	Testing Course	5
4 Aug 2021 14:00:04	Dale Henson	Site Communication v1	5
5 Aug 2021 12:00:03	Tyrell Gardener	Testing Course	5
5 Aug 2021 14:00:05	Tyrell Gardener	Heavy lifting	5
6 Aug 2021 14:00:07	Dale Henson	Testing Course	5
9 Aug 2021 12:00:03	Zoë Sidney	Diversity	5
10 Aug 2021 12:00:04	Tyrell Gardener	Fire Protocol	5
10 Aug 2021 12:38:39	Nash Mav	Diversity	3
12 Aug 2021 14:00:03	Tyrell Gardener	Site Communication v1	5
13 Aug 2021 12:00:03	Dale Henson	Heavy lifting	5

Create a training course (Site)

Training Courses

You will see the currently list of courses

Click **+ New Course**

Courses			✕
• The current list of all site and global courses.			+ New Course
Name ▾	Expiry		<input type="text"/> 🔍
Biosite Training		✎	
Biosite Training (Refresher)	5 weeks	👁	
Biosite Training v2	10 months	✎	
Diversity	12 months	✎	
Diversity		👁	
Example Course		✎	
Fire Protocol		✎	
Heavy lifting		✎	
Heavy Lifting 2.0	12 months	👁	

Create a training course (Site)

Course config

Type in the Summary and details

Organisation Member required-
restrict the course to one
organisation

Expiry- set the course expiry (if
applicable)

Configuring course ×

Training

Organiser

Mandatory

Summary

Details

Tool Box talk v4

Tool Box talk v4 (updated version|

Organisation Member Required

Expiry

No

Yes

Whether attendees of a training class are required to be members of the recorder's organisation.

No

Yes

Training records can be configured to expire after a time period.

Save

Cancel

Create a training course (Site)

Course config

Click **Organiser**

Supervisor required- select whether the course can only be awarded by supervisors

Organiser receives training- select whether the organiser of the training session is also recorded as having received the training they are giving.

Configuring course

×

Training

Organiser

Mandatory

Supervisor Required

☒ No ☐ Yes

Whether this course can only be awarded by supervisors.

Organiser Receives Training

☐ No ☒ Yes

Control whether the organiser of a training session is recorded as having received the training they are giving.

Save

Cancel

Create a training course (Site)

Course config

Click the **Mandatory** tab

Select if you would like to set it to be mandatory

If you select **yes** select which user type it's mandatory for and set a grace period

Once done click **Save**

Configuring course ×

[Training](#) [Organiser](#) **Mandatory**

Mandatory Training

No **Yes**

Mandatory For User Types • contractor ✕
Choose User Types...

Mandatory Grace Period 30 Days

Save **Cancel**

Create a training course (Site)

Training Courses

The course will now display in the list

Courses

- The current list of all site and global courses.

+ New Course

Name ▼	Expiry	
Tool Box talk	12 months	
Tool Box Talk 3	1 month	
Tool Box talk v4		

tool



Close

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

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