# Create a training course (Site)

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

# Create a training course (Site)
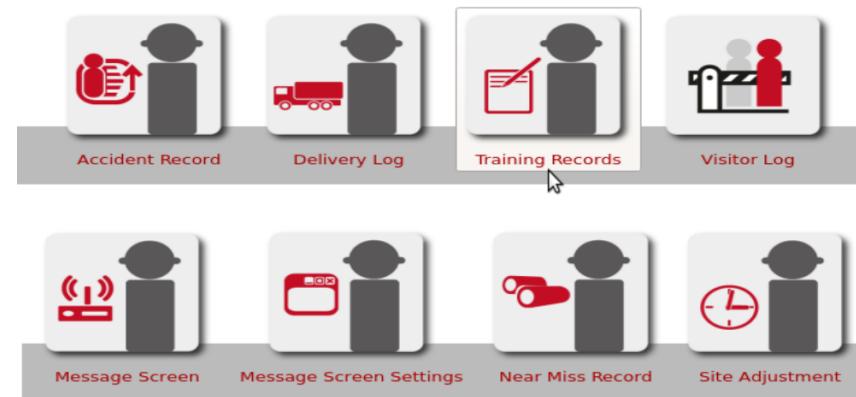
Main Menu

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

# Create a training course (Site)

Training Records

Click **Training records**

# Create a training course (Site)

Training Records

*You will see previous training sessions*

Click on the **settings button**

# 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 | |
|---|---|---|
| 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)

# 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 ad having recievind 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**

# 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**

**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

**BIOSITE**
**ASSA ABLOY**