

**BIOSITE**

**ASSA ABLOY**

# Briefings

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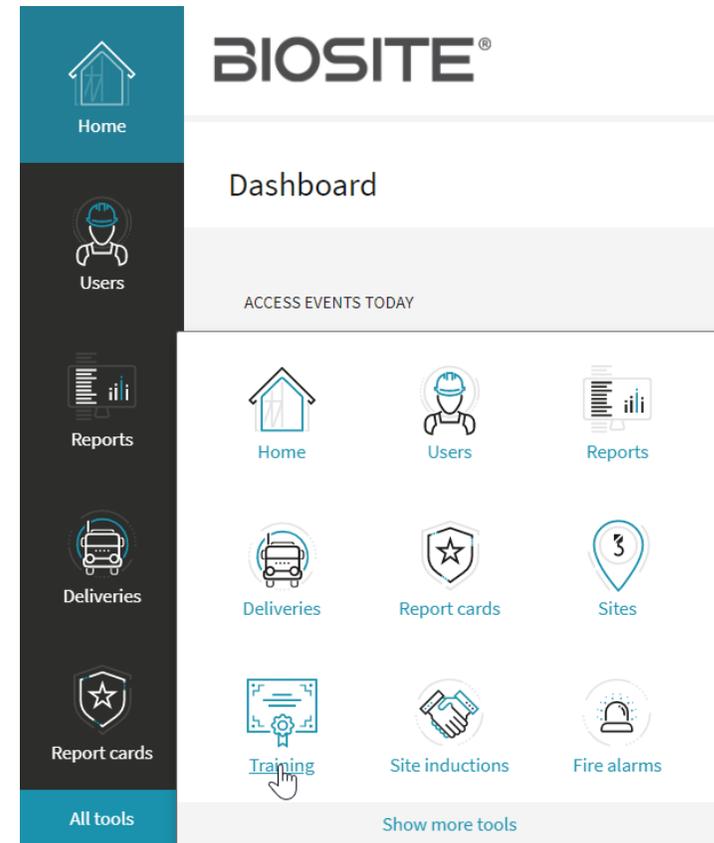
QSG.58.2.P.N

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

# Briefings

Dashboard

From the dashboard click on **All tools** then click on **Training**



# Briefings

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Training Dashboard

Click on **Briefings**

## Training

Dashboard

IN THIS SECTION

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Courses

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Classes

**Briefings**

Qualifications

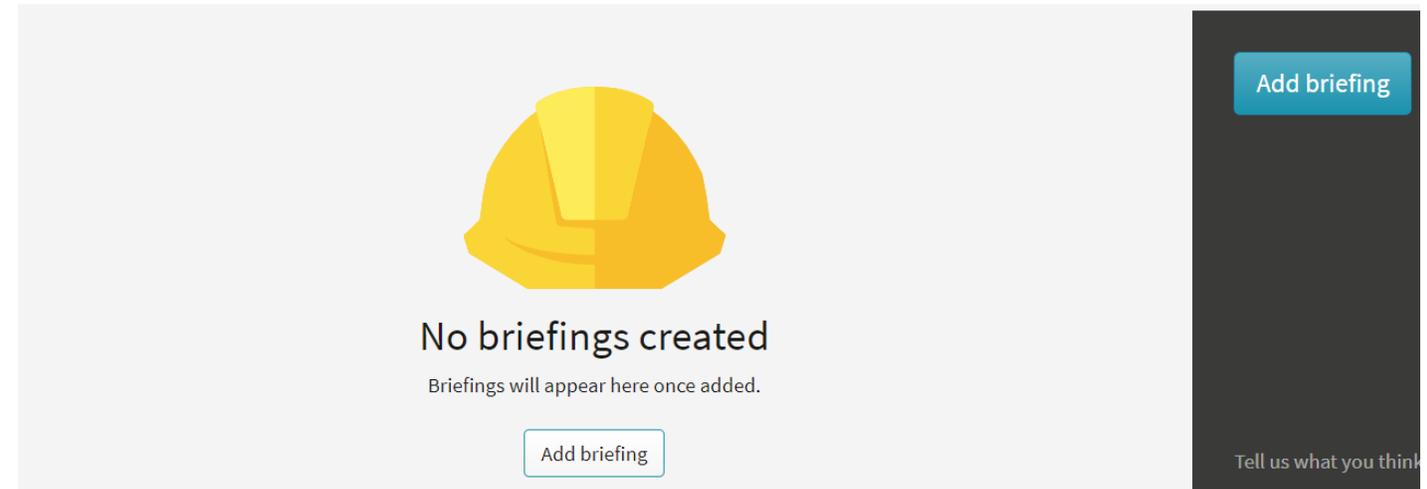
# Briefings

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Adding a Briefing

Click on **Add briefing**

Briefings



The screenshot displays a user interface for managing briefings. At the top right, there is a dark grey sidebar with a blue 'Add briefing' button and the text 'Tell us what you think' at the bottom. The main content area has a light grey background and features a large yellow hard hat icon in the center. Below the icon, the text reads 'No briefings created' and 'Briefings will appear here once added.' A blue 'Add briefing' button is positioned at the bottom center of this area.

# Briefings

## Selecting Training

Select the **courses** to be included on the briefing and click **Next**

### Select training courses

 A briefing can contain several training courses.

#### Training courses available for briefings

Search  

COURSE TITLE 

 Diversity 

 Online induction 

 Site Communication v1

3 course(s)

Next

Cancel

Tell us what you think  
Your feedback and shape the platform.

# Briefings

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Select criteria

Click **Add Operatives**  
with a smart field

Attendee criteria

**i** Attendees only need to match one of the rules specified here.

No rules have been set. They will appear here once configured.

**+** Add operatives with a smart field

Next

Previous step

Cancel

# Briefings

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Select criteria

Once the Smart field dropdown displays select the field you would like to use. This will allow you to select a specific group of users to be invited to do the briefing

Click **done** once selected

Attendee criteria

The image shows a screenshot of a software interface. On the left, there is a grey rectangular area with the text "Smart field" centered. To the right of this area is a dropdown menu. The dropdown menu has a search bar at the top with the placeholder text "Search fields..". Below the search bar, there is a list of criteria options: "Personal", "Trade", "Site", "Is supervisor", "Do you have a CSCS card", and "Health". The "Health" option is currently selected, indicated by a light blue highlight at the bottom of the list.

# Briefings

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Adding more criteria

If you would like to add more smart fields to the criteria click on **Add operatives with a smart field** and repeat the adding process.

Click **Next** once done

Attendee criteria

The screenshot shows a user interface for configuring attendee criteria. At the top, there is a grey header bar with the text "Attendee criteria". Below this is a list of criteria items. The first item is a blue bar with a white information icon and the text "Attendees only need to match one of the rules specified here." The second item is a white bar with a green checkmark icon, the text "Has answered the smart field Is supervisor", and a "Delete rule" link on the right. The third item is a light blue bar with a plus icon and the text "Add operatives with a smart field", which is highlighted with a mouse cursor. To the right of the list is a dark grey sidebar containing three buttons: "Next" (highlighted in blue), "Previous step", and "Cancel".

# Briefings

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Adding more criteria

Give the briefing a **name**  
and a **due date**

Then click **Save**

Usage

Briefing name	<input type="text"/>
Due date	<input type="text" value="DD/MM/YYYY"/> 

Email notifications will be sent to operatives and their or administrators.

[Save](#)

[Previous step](#)

# Briefings

## Briefings

Once saved, you can see the briefing you just created and how many attendees have been included in the briefing.

### Briefings

Scheduled briefings		
Search	<input type="text"/>	<input checked="" type="checkbox"/> Show only incomplete briefings
BRIEFING	ATTENDEES	DUE DATE
Initial Briefing	5 / 1095	26 Jan 2022

Each attendee with an email address on their account will receive an email with the briefing information.

# Briefings

## Briefings

Each attendee with an email address on their account **will receive an email** with the briefing information.

The briefing will also appear in the **Training Hub**

The screenshot displays the BIOSITE Training Hub interface. At the top left, there is a 'Training' icon and the BIOSITE logo. The user's language is set to English (UK) and the user ID is example.operative.1. The main content area is titled 'Training summary' and contains three sections:

- Welcome to the brand new Training hub**: A message stating that this page is the central place to manage the user's BIOSITE account, including online induction, profile, and training qualifications.
- Corporate induction**: A message indicating that the user has completed their induction for BIOSITE Systems on Friday, 24 Jun 2022. The induction code is EOPERATIVE000000003. A green checkmark and the text 'Induction complete' are visible, along with an 'Open' button.
- Outstanding briefings**: A section titled 'Showing briefings that you need to complete' containing one entry for 'Biosite' with a deadline of 31 Jul 2022 and a note that it may affect access to the site.

A 'Support' button is located in the bottom right corner of the interface.

# Support

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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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