

ONLINE TRAINING USER GUIDE

INTRODUCTION

Welcome to the Aus-Rack Installations online training system. The purpose of this training system is to provide online safety, general induction and basic competency training Aus-Rack Installations employees, contractors and hired labour. This user guide is intended to help administrators use the system, and provide information to enable administrators to guide trainees through the training process.

This user guide is arranged in 2 parts. Part 1 details use of the system by a user or trainee and Part 2 details administration of the system.

PART 1: USING THE ONLINE TRAINING SYSTEM

INITIAL LOG IN & PASSWORD RESET

Once you have received your induction ID, go to <http://www.aus-rack.com/training/login.php> and enter your induction ID number and the default password, which is **password**. When you click Log In you will be asked to set a new password. Your new password must be at least eight characters long and cannot be the word **password**. If you lose your password, you will need to contact the system administrator to recover or reset your password.

MY TRAINING CENTRE PAGE

This is the core of our on-line training system. From here you can undertake required training units, check the completion status of your training units, enter and update your personal details, submit copies of your licences and certificates for verification, and print your Statement of Attainment and Induction Certificate.

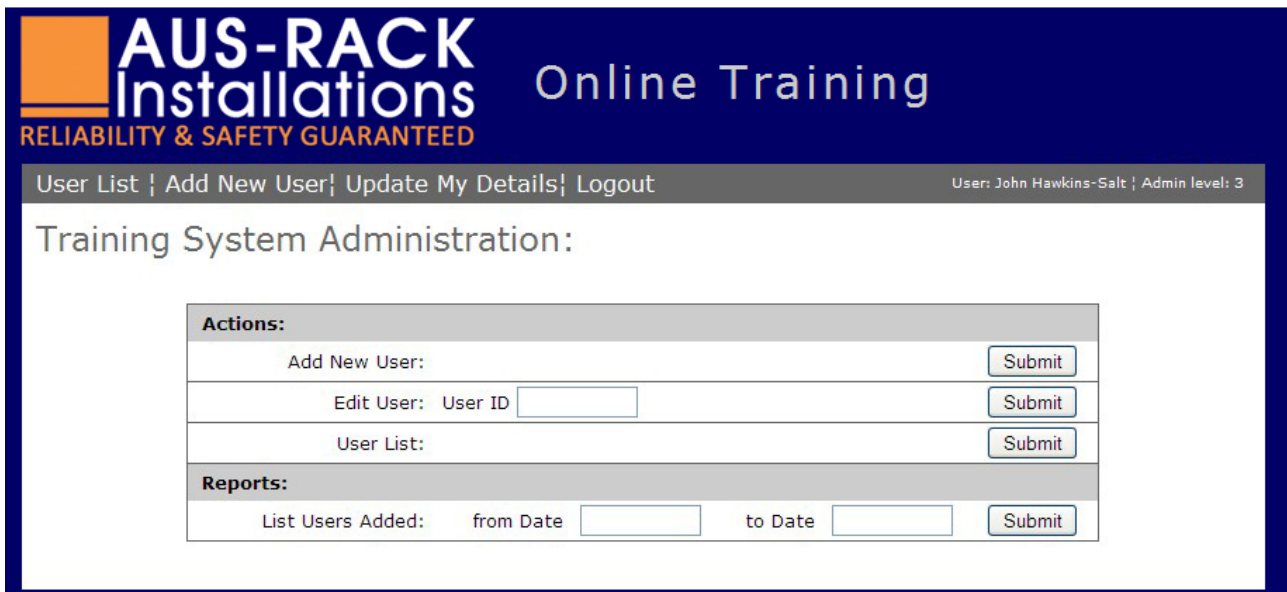
Step 1: Complete all Required Training Units

The training units you are required to complete will vary depending on whether you are a contractor, hired labour, or a full-time employee. To complete each training unit, click on the **Unit Name** link under the heading Step 1.

Note: Once you have started a training unit it is not possible to save your progress until you have completed the unit. If you close the training unit before completion you will have to start the unit again.

Each training unit consists of information and questions. At the beginning of the unit you will be told how many questions you need to get right in order to pass the unit. You will be allowed at least two attempts at each question, before moving on to the next page. Questions are presented in several formats including multiple choice, drag-and-drop, hot object and missing word. Read the question carefully and make an appropriate answer.

Then follow the prompts to check your answer and move on to the next page. At the end of each training unit, you will be informed whether you have passed. You can then return to your training centre page and either attempt the unit again or move onto the next one.



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User List | Add New User | Update My Details | Logout User: John Hawkins-Salt | Admin level: 3

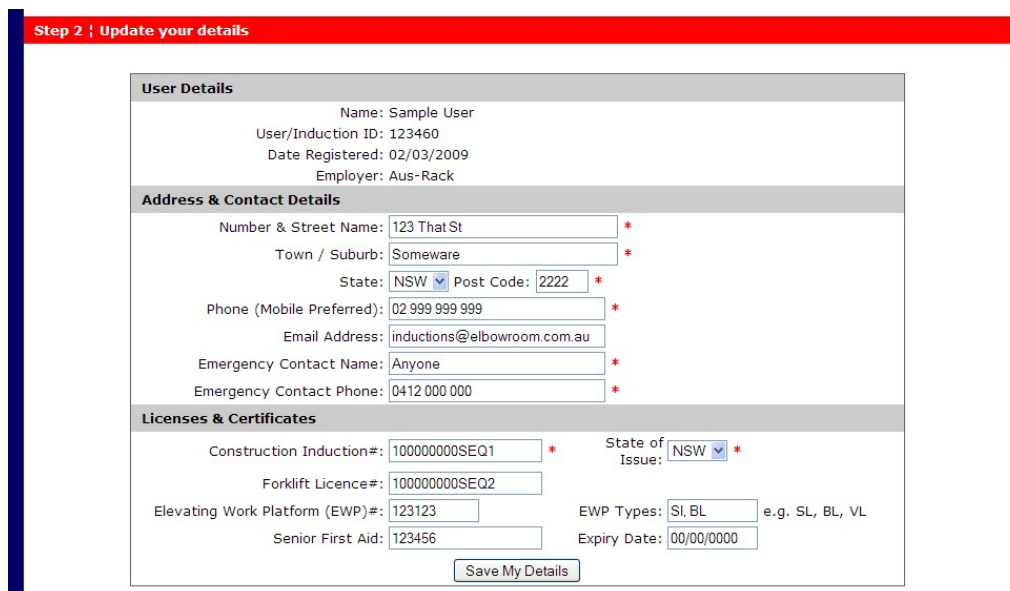
Training System Administration:

Actions:			
Add New User:			<input type="button" value="Submit"/>
Edit User:	User ID	<input type="text"/>	<input type="button" value="Submit"/>
User List:			<input type="button" value="Submit"/>
Reports:			
List Users Added:	from Date	<input type="text"/>	to Date <input type="text"/> <input type="button" value="Submit"/>

Step 2: Update Your Details

Once you have completed all the required training units, you will need to enter your personal details. Required fields are marked with a **red *** **Note:** You must hold a current Construction Safety Induction Certificate. List the induction card number and State of issue in the space provided. If you hold any of the other licences or certificates listed, please include the licence or certificate numbers in the spaces provided.

Click **Save My Details** to save the information you have provided. Remember, you can return to this page to change or update your details at any time.



Step 2 | Update your details

User Details	
Name:	Sample User
User/Induction ID:	123460
Date Registered:	02/03/2009
Employer:	Aus-Rack
Address & Contact Details	
Number & Street Name:	123 That St *
Town / Suburb:	Someware *
State:	NSW Post Code: 2222 *
Phone (Mobile Preferred):	02 999 999 999 *
Email Address:	inductions@elbowroom.com.au
Emergency Contact Name:	Anyone *
Emergency Contact Phone:	0412 000 000 *
Licenses & Certificates	
Construction Induction#:	100000000SEQ1 * State of Issue: NSW *
Forklift Licence#:	100000000SEQ2
Elevating Work Platform (EWP)#:	123123 EWP Types: SI, BL e.g. SL, BL, VL
Senior First Aid:	123456 Expiry Date: 00/00/0000
<input type="button" value="Save My Details"/>	

Step 3: Submit Licences and Certificates for Verification

After entering your personal details, you must provide a copy of your General Construction Induction Certificate and any other licences or certificates you have listed. You can do this either with a scanner or digital camera. Starting with a blank sheet of white paper, write your name and induction ID in black pen or felt tip on the top of the page, place your licences on the page below your name and scan or take a close-up digital photograph. Check that the resulting image is legible, and that you can clearly read your licence and certificate numbers. ([See attached example](#))

Use the form provided in Step 3 to select the appropriate file, then click **Submit**. Your details will be automatically e-mailed to our office, where they will be verified against the information you have provided. Verification will usually be made by the following working day. If there is a genuine reason you need verification sooner, you may contact the office during working hours to request quick verification. Ph: 07 3907 8500

Step 3 | Submit licences and certificates for verification

Instructions:

If you will be employed by Aus-Rack, or one of our labour hire providers, you must submit a copy of your general construction induction certificate for verification. You must also submit copies of any other licences or certificates you have listed in step 2 above.

Scan all your licences on a single page, save the scanned image as either a PDF, JPG or PNG file. [See Example](#) Alternatively place your licences on a sheet of white paper then in good light take a closeup digital photo. Check that the details are clear and readable.

Upload the file using the form below.

Select File to Upload:

You will be notified by e-mail when your details have been verified, you may then return to this page to print your certificate.

Step 4: Print Your Statement of Attainment and Induction Certificate

Only after you have successfully completed all the required training units, updated your details and those details have been verified, will the **Print Certificate** button be enabled. Click the **Print Certificate** button, then print a copy of your Statement of Attainment and induction certificates, which are displayed on the resulting page.

Note: You must bring a copy of your Statement of Attainment when you first start work for our organisation. At the bottom of this page, there will be either one or two safety induction cards. Cut out these cards and keep them in your wallet; your supervisor will keep the top portion of your statement for our records. ([See attached example](#))

Step 4 | Print your Induction Certificate

Before you can print your induction certificate you must have:

- completed the required courses (Step 1),
- updated your personal details (Step 2)
- uploaded your licences and certificates (Step 3)

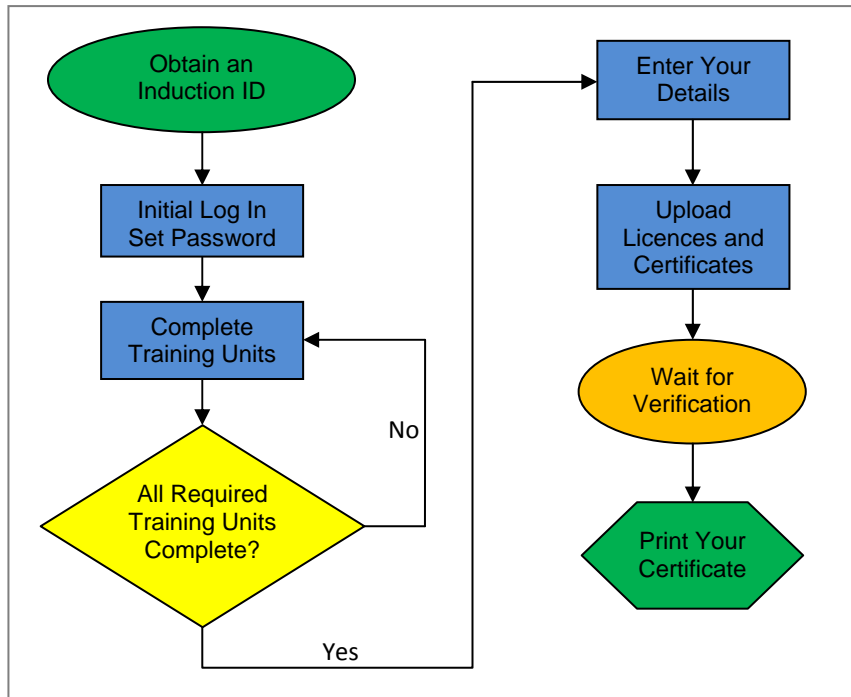
Note: After uploading your details they will be checked by our office staff, usually by the next working day. If you need to print your certificate sooner you may call the office PH 1800 010409 during working hours and request that your details are verified sooner.

If all the steps have been completed successfully the Print Certificate button below will be enabled and you may click on the button to print your certificate.

VALIDITY OF INDUCTION TRAINING

At the moment safety inductions are valid for one year from date of completion. However, if safety information or training requirements change we reserve the right to require users to re-train at any time.

ONLINE TRAINING PROCESS FLOW

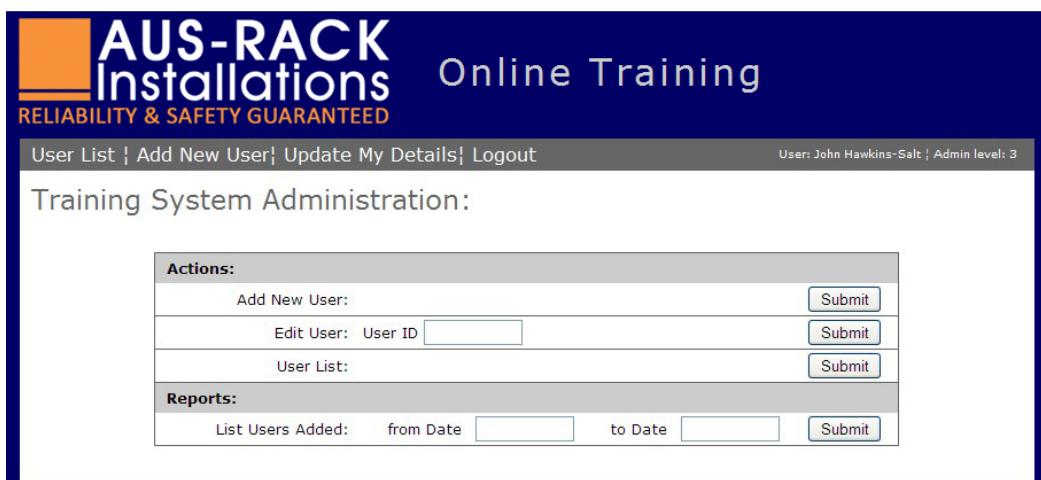


PART 2: ADMINISTERING THE ONLINE TRAINING SYSTEM

TRAINING SYSTEM ADMINISTRATION

The system has three access levels: 1. Users; 2. Limited Administrator; and 3. Full Administrator. Limited Administrators can add new users for the same employer as the Administrator and edit name and password details for users they have added. Full Administrators can edit all users and all user details, delete users, view and generate reports and verify user details submitted in Step 3 detailed above.

The administration interface can be accessed via the same login screen as a Level 1 User. Go to <http://www.aus-rack.com/training/login.php>. After logging in, if the user has administration rights they will be transferred to the main administration screen instead of the training details page.



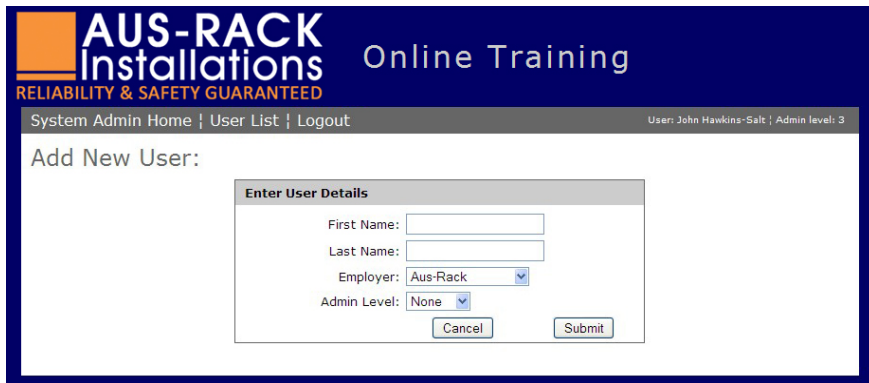
The screenshot shows the 'AUS-RACK Installations Online Training' administration interface. At the top, there is a navigation bar with links: 'User List | Add New User | Update My Details | Logout'. The user is logged in as 'User: John Hawkins-Salt | Admin level: 3'. The main content area is titled 'Training System Administration:' and contains two sections:

- Actions:**
 - Add New User: [Submit]
 - Edit User: User ID [Submit]
 - User List: [Submit]
- Reports:**
 - List Users Added: from Date to Date [Submit]

ADDING NEW USERS

To add a new user, click the add new user **Submit** button. Enter the user's first and last name. Level 3 Administrators can also select the user's employer and admin level. Then click the **Submit** button. The following screen will show the new user's induction ID number. New users will need this number in order to access the training system.

When a new user is added, their default password is set to **password**. The first time a new user logs into the system they will be required to change their default password.



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System Admin Home | User List | Logout User: John Hawkins-Salt | Admin level: 3

Add New User:

Enter User Details

First Name:

Last Name:

Employer: Aus-Rack

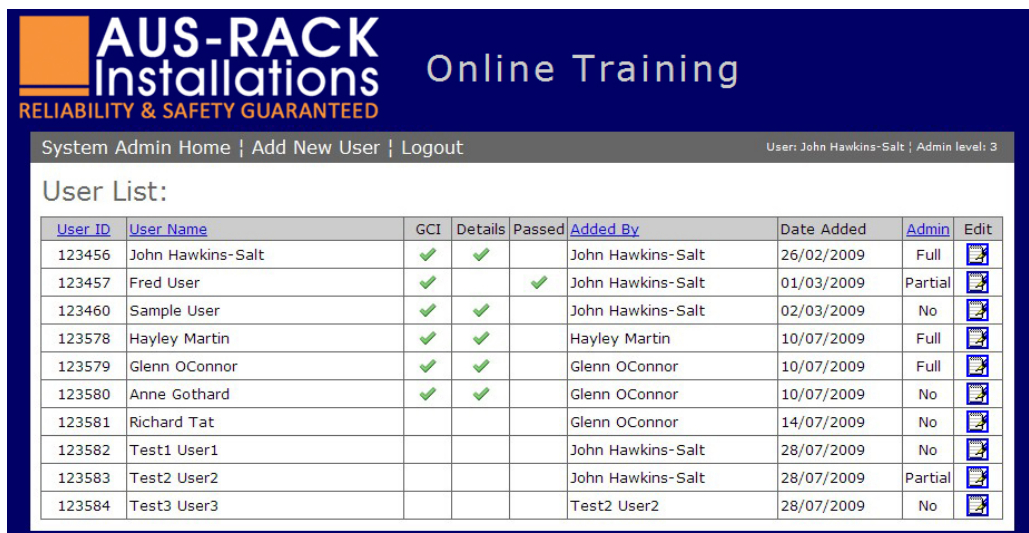
Admin Level: None

TRAINING REQUIREMENTS

When a new user is added to the system, their training requirements are decided based on who their employer will be. Training requirements can only be modified by accessing the underlying database. However, a user's employer can be changed by a Level 3 Administrator and this will change the user's training requirements.

EDITING USER DETAILS











Users can be located either by entering their induction ID on the Training System Administration page, or by locating them in the User List and clicking on the appropriate edit icon.



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System Admin Home | Add New User | Logout User: John Hawkins-Salt | Admin level: 3

User List:

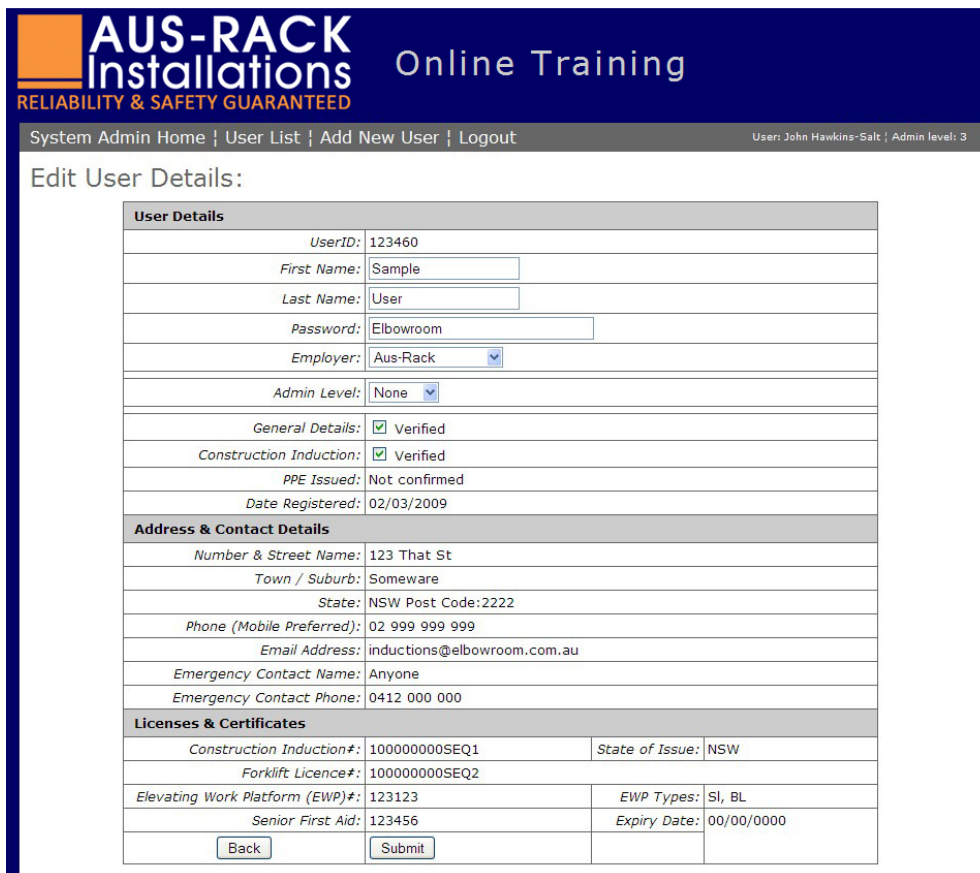
User ID	User Name	GCI	Details	Passed	Added By	Date Added	Admin	Edit
123456	John Hawkins-Salt	✓	✓		John Hawkins-Salt	26/02/2009	Full	
123457	Fred User	✓		✓	John Hawkins-Salt	01/03/2009	Partial	
123460	Sample User	✓	✓		John Hawkins-Salt	02/03/2009	No	
123578	Hayley Martin	✓	✓		Hayley Martin	10/07/2009	Full	
123579	Glenn OConnor	✓	✓		Glenn OConnor	10/07/2009	Full	
123580	Anne Gothard	✓	✓		Glenn OConnor	10/07/2009	No	
123581	Richard Tat				Glenn OConnor	14/07/2009	No	
123582	Test1 User1				John Hawkins-Salt	28/07/2009	No	
123583	Test2 User2				John Hawkins-Salt	28/07/2009	Partial	
123584	Test3 User3				Test2 User2	28/07/2009	No	

VERIFICATION OF USER DETAILS

When a user submits their details for verification, an e-mail is automatically sent to our office containing all the user's details as well as the PDF or image file the user uploaded. Our office staff will print a copy of the PDF or image file and check that the licence and certificate details the user has entered match the copies of those licences and certificates which the user has uploaded.

If the details match, the user's training record will be marked as verified. If the details do not match, the user will be contacted by e-mail and asked to resubmit their details. A copy of this e-mail will also be sent to the Administrator who added the user in question.

In order to mark the user's details as verified, first locate the user and open the **Edit User Details** form. After checking that the user's details match the information submitted, place a tick in both the **General Details Verified** field and the **Construction Induction Verified** field. Then click the **Submit** button.



User Details			
UserID:	123460		
First Name:	Sample		
Last Name:	User		
Password:	Elbowroom		
Employer:	Aus-Rack		
Admin Level:	None		
General Details:	<input checked="" type="checkbox"/> Verified		
Construction Induction:	<input checked="" type="checkbox"/> Verified		
PPE Issued:	Not confirmed		
Date Registered:	02/03/2009		
Address & Contact Details			
Number & Street Name:	123 That St		
Town / Suburb:	Someware		
State:	NSW Post Code:2222		
Phone (Mobile Preferred):	02 999 999 999		
Email Address:	inductions@elbowroom.com.au		
Emergency Contact Name:	Anyone		
Emergency Contact Phone:	0412 000 000		
Licenses & Certificates			
Construction Induction#:	100000000SEQ1	State of Issue:	NSW
Forklift Licence#:	100000000SEQ2		
Elevating Work Platform (EWP)#:	123123	EWP Types:	SI, BL
Senior First Aid:	123456	Expiry Date:	00/00/0000
<input type="button" value="Back"/> <input type="button" value="Submit"/>			