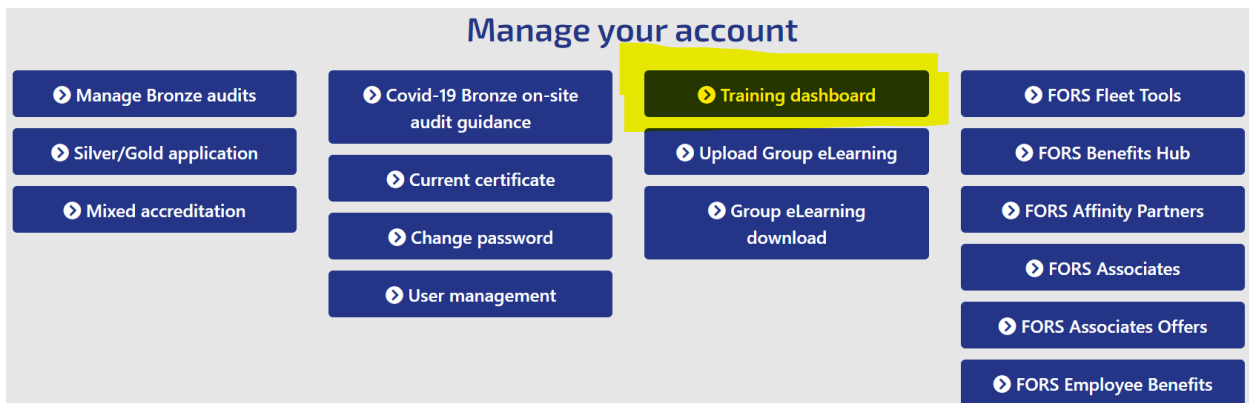# User guide to the FORS Training dashboard

Introduction

The FORS Training dashboard allows you to maintain your drivers'/managers' training records. Please note, you can only import those records that are already on the FORS Professional training register, and the records cannot be edited.

The dashboard can be used as part of your evidence at your Bronze, Silver or Gold audit.

How to access the Training dashboard:

Once you have logged on to your organisation dashboard, scroll down to the section 'Manage your accounts' and then choose 'Training dashboard'.

Main tabs

All training – overview of all training for those drivers/managers that have been added to the training dashboard

Licence numbers – allows you to import drivers'/managers' records from the Professional training register by driving licence numbers. This is the only way of adding drivers/managers to your Training dashboard.

User guide to the FORS Training dashboard

All training:

The Totals at the top of the table shows how many drivers, managers and drivers'/managers' records have been imported and are listed on the dashboard. Any changes made to the Training dashboard will not affect the FORS Professional training register.

The classification for the learners is set according to the information given at the time of eLearning registration. To change the classification of the learner(s) simply click on the letters shown in front of the names:

 manager, driver, manager who is also a driver.

% complete: shows the percentage of each completed module by the listed learners only.

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Training records are shown in green after the records are associated with a name.

Training due date is shown in red when the training is near to expiry.

If any drivers/managers are listed with multiple lines with their licence number, you can use the ∞ con to merge the records. Please note, you will only be able to use the ∞ icon to merge the records if that users licence number is on the training dashboard.

How to add drivers/managers to the Training dashboard:

You can add a driver to your organisation by linking their driving licence numbers, even if they are not listed against your organisation on the FORS Professional training register.

Click on the **Paste list** button and enter the licence numbers separated with commas. Alternatively, you can upload any CSV document containing a list of your drivers/managers' licence numbers by clicking the **Import CSV** button.

Once imported, the records found in the FORS Professional training register will appear on your Training dashboard **All training** tab.

Don't forget to save your changes at any point.

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How to remove drivers/managers <u>with</u> a driving licence associated to their record from the dashboard:

You can do this by clicking the 'Remove' button via the licence number tab.

How to remove drivers/managers <u>without</u> a driving licence associated to their record from the dashboard:

You can do this by selecting the record that needs to be removed and click the 'Remove Selected' button. To remove all records, click 'Select All' and then press the 'Remove Selected' button.

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How to use the Training dashboard as evidence for your Silver/Gold application

You can provide your Training dashboard as part of your evidence for a Silver or Gold application by ticking the box provided within the Silver/Gold application's relevant section. The system will take a snapshot of your Training dashboard at the time of your Silver/Gold **submission**, which will be viewed by the auditor. This snapshot will not be visible to the applicant.

It is **NOT** a mandatory requirement to use the Training dashboard as evidence. You can use your own template to demonstrate this requirement. If you use the Training dashboard as your only evidence for evidencing the training requirement, make sure that all your drivers/managers are listed on the dashboard before submitting. If any of your drivers/managers are missing from the Training dashboard, you are required to attach further evidence of their training records, such as relevant training certificates.