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1. Introduction

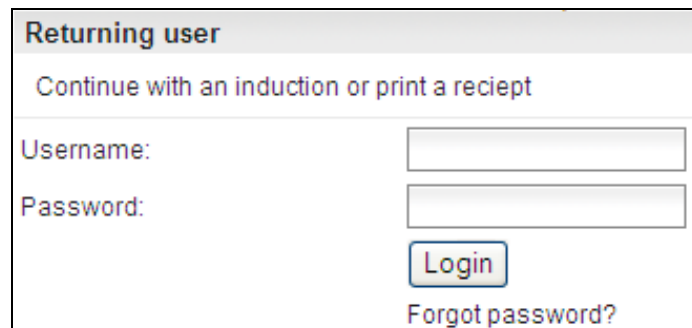
CS_Induction is a web based induction system designed to deliver consistent, professional inductions to employees and contractors.

Inductions can be completed on site or prior to attendance on site. Assessments are built in and record keeping is automatic.

This manual provides an Administrator with essential information on how to configure and operate the system.

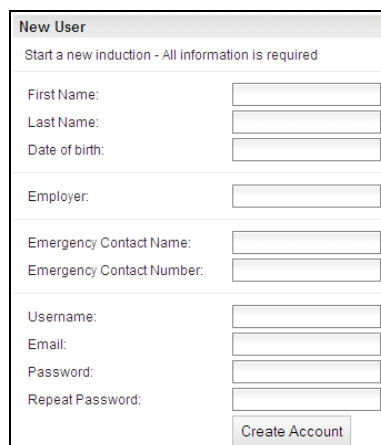
2. Logging In

As a returning inductee or as an Administrator, log in by entering your username and password as below. Click 'Forgot Password' to retrieve a lost password.



The 'Returning user' login form includes a title bar, a subtitle, two input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot password?' link.

New inductees log in to complete an induction by creating a new account as below. Inductees can return to retrieve receipts or to complete outstanding inductions.



The 'New User' registration form includes a title bar, a subtitle, and several input fields: 'First Name:', 'Last Name:', 'Date of birth:', 'Employer:', 'Emergency Contact Name:', 'Emergency Contact Number:', 'Username:', 'Email:', 'Password:', and 'Repeat Password:'. A 'Create Account' button is located at the bottom right.

3. My Details

Each user, including Administrators can access their My Details page. This can be used to modify emergency contact information, reset passwords and update other information.

My Details	
First Name:	<input type="text" value="Default"/>
Last Name:	<input type="text" value="User"/>
Date of birth:	<input type="text" value="26/05/2009"/>
Email:	<input type="text" value="dhaval@cruse.com.au"/>
Password:	<input type="password"/>
Repeat Password:	<input type="password"/>
Emergency Contact Name:	<input type="text" value="abc"/>
Emergency Contact Number:	<input type="text" value="abc"/>
Employer:	<input type="text" value="Cruse Partnership Aust"/>
<input type="button" value="Update Account"/>	

4. Records

Administrators and Managers have access to the Records page. Note that Managers have read-only access, while Administrators have full access.

The Records page lists all inductions that have been successfully completed by all users. It can be filtered and searched and receipts can be reprinted.

An excel export can be created for offline analysis.

The following page has more information regarding the Records page.

Search by company name or user name. Click 'Search' to run the search.

Click 'Search' with a cleared box to return to the full list.

Filter the list based on the specific Induction. Select the appropriate induction and click 'Filter'.

Filter by Current and Expired records.

Export the current list to Excel.

View record details. Note that additional information related to the User is displayed in the User Page.

Print an induction card for this record.

Delete this record (Administrators only)

No.	Date	Induction	Name	Employer	Expiry	
2	27/05/2009	Module 1: Introduction and Overview	Default User	Cruse Partnership Australia	27/05/2014	
4	28/05/2009	Module 1: Introduction and Overview	Greame Fairclough	Songa Offshore	28/05/2014	
6	29/05/2009	Module 1: Introduction and Overview	Default User	Cruse Partnership Australia	29/05/2014	

5. User List

The User page enables an Administrator to create and edit User account information. Although a User can be added through this page, most inductees create a User account as they complete the induction for the first time.

There are 3 permission levels:

Users - have access to undertake inductions.

Managers - can also view Records.

Administrators - have full access.

Filter the list to show only users with a particular permission.

Add a New User.

Search for a User.

<input type="checkbox"/>	No.	Name	Username	Employer	
<input type="checkbox"/>	1	User,Default	default	Cruse Partnership Australia	
<input type="checkbox"/>	2	Budhelia,Dhaval	dhaval	Cruse Partnership Australia	
<input type="checkbox"/>	4	Test,Selenium	testuser	CRUSE TEST	
<input type="checkbox"/>	5	test,test	5555	dsacasdc	
<input type="checkbox"/>	6	Fairclough,Graeme	graeme	Songa Offshore	
<input type="checkbox"/>	7	Fairclough,Graeme	graemef	Songa	
<input type="checkbox"/>	8	Costello,Lance	lcostello	Songa	

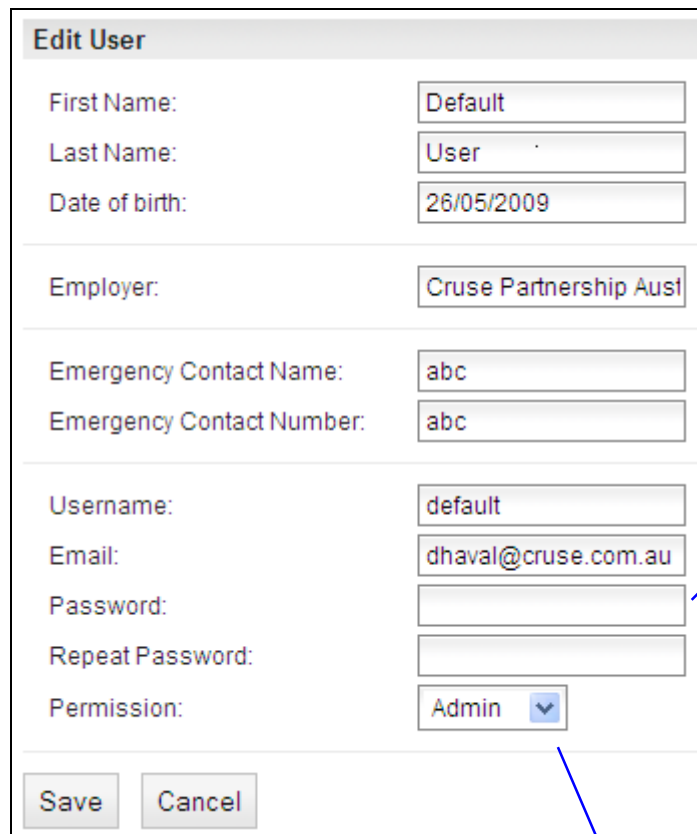
Edit a User.

6. Edit User

By editing a User details such as emergency information, username, email address and information can be updated by an Administrator.

The User password can also be reset.

Through the Edit User page the permission level of a user can be edited to enable Manager or Administrator access.



The screenshot shows a web form titled "Edit User" with the following fields and values:

First Name:	Default
Last Name:	User
Date of birth:	26/05/2009
Employer:	Cruse Partnership Austl
Emergency Contact Name:	abc
Emergency Contact Number:	abc
Username:	default
Email:	dhaval@cruse.com.au
Password:	
Repeat Password:	
Permission:	Admin

At the bottom of the form are "Save" and "Cancel" buttons. A blue arrow points from the "Update Password." text to the Password and Repeat Password fields. Another blue arrow points from the "Change access level permissions." text to the Permission dropdown menu.

Update Password.

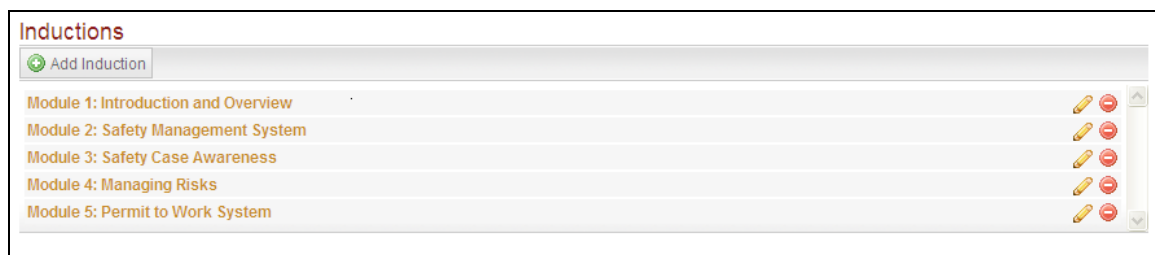
Change access level permissions.

7. Configure Inductions

The number and configuration of Inductions that are delivered through the system are configurable using the Inductions page.

The initial screen is a list of current Inductions as below. From this page an Induction can be **created**, **edited** or **deleted**.

Inductions are displayed in Alphabetical Order on the User screen.



When creating or editing an induction, the screen on the following page is displayed. This enables control over the configuration and content of each induction.

Each Induction has the following components:

Video – Flash animated with or without voice

Download - Any file type

Quiz – Multiple choice

The video and the Download are optional components.

Administrators can update or specify a new video or download. Each video or download is first uploaded as a File (see next section) and is then selected from the Induction page.

The Quiz can be configured by Administrators who enter questions and answers, set the number that are displayed in any induction, and specify any mandatory questions (that are always asked).

The pass mark is also set.

Note that mandatory questions are presented first each time (in random order) followed by a selection of non-mandatory questions.

For good variety is suggested that no more than half of the questions that are displayed are mandatory. i.e. if you have a total of 20

questions, and wish to display 10 for each induction, do not set more than 5 as mandatory.

'0' = no expiry (does not expire)

Enable the Presentation

Enable the Download

Edit Induction

Name:

Description:

Expiry (months):

Prerequisite Induction:

Video Enabled?

Name:

Description:

File:

Download Enabled?

Name:

Description:

File:

Quiz

Name:

Description:

Pass Mark:

Number Questions:

No	Question	True	False	Mandatory	
1:	<input type="text" value="I don't have to report an incident or injury to the Terminal Coordinator"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
2:	<input type="text" value="I must give first aid assistance if required"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
3:	<input type="text" value="A derailment is not a reportable incident"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
4:	<input type="text" value="The Hunter Bulk Terminal HBT has two operational areas"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
5:	<input type="text" value="The Network Controller does not control the Track Circuited area"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
6:	<input type="text" value="The Terminal Coordinator controls trains in the Non Track circuited area"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
7:	<input type="text" value="I need a Terminal Access Permit when being escorted by an Operator"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
8:	<input type="text" value="I must contact the Terminal Coordinator when requiring access to the HBT"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
9:	<input type="text" value="I don't need an Access Permit when working in the HBT"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>

Induction Details

Video Setup

Download Setup

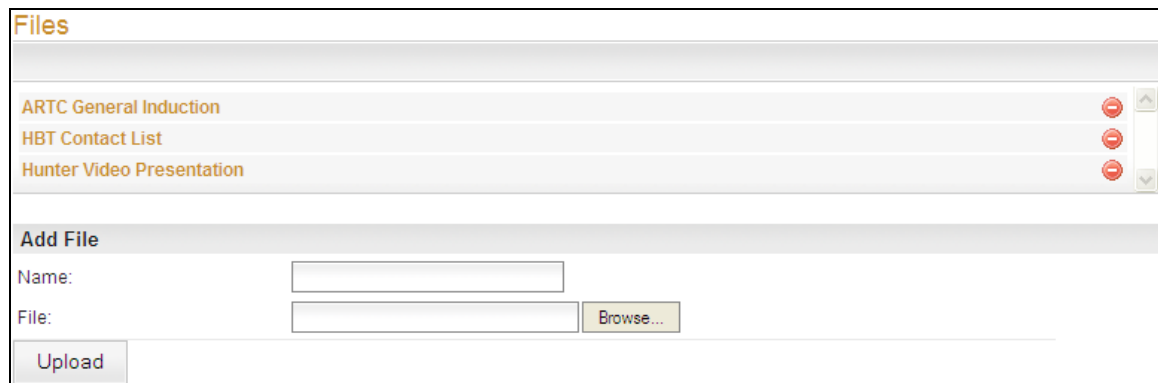
Quiz Setup

Quiz Details

8. Files

Files are the resources that are used by each Induction to provide presentations and downloads.

The Files page allows an Administrator to view, delete and add files. The Files interface page is below.



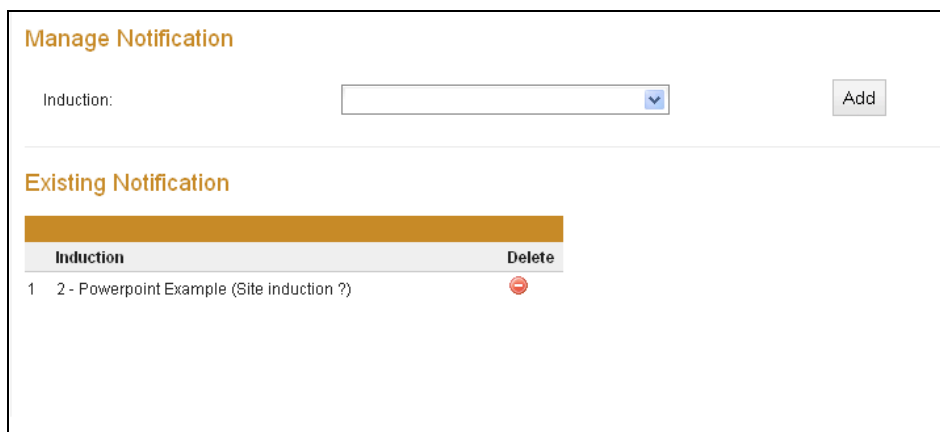
The screenshot shows the 'Files' management interface. At the top, there is a header 'Files'. Below it, a list of files is displayed: 'ARTC General Induction', 'HBT Contact List', and 'Hunter Video Presentation'. Each file entry has a red minus sign icon on the right side. Below the list is a section titled 'Add File'. It contains a 'Name:' label followed by a text input field, a 'File:' label followed by a text input field and a 'Browse...' button, and an 'Upload' button at the bottom left.

9. Notifications


Administrators have access to the Manage Notifications page.

Administrators receive an email notification when any induction has been completed. This page allows the Administrator to add or delete inductions, to ensure they only receive notification of the inductions they choose.

The Manage Notifications page is below.



The screenshot shows the 'Manage Notification' interface. At the top, there is a header 'Manage Notification'. Below it, there is a label 'Induction:' followed by a dropdown menu and an 'Add' button. Below this is a section titled 'Existing Notification'. It contains a table with the following structure:

Induction	Delete
1 2 - Powerpoint Example (Site induction ?)	

10. Color Theme

Administrators have access to the Color Theme page.

This allows the Administrator to select the color theme of the Induction site. There are three colour options to choose from:

- Blue
- Red
- Green



Select Theme

Color:

Save

11. Image Upload

Administrators have access to the Image Upload page.

2 Images are uploaded:

- Site Banner (visible on all pages).
- Receipt Image (printed on the receipt along the bottom on the back)

To upload in image, select the image from your local computer by clicking 'Browse'. Once selected, click Upload Banner to load the image.

If you are uploading a banner, the new banner will not be displayed until the page is refreshed.

File Format

Only .jpg format images can be displayed. Ensure your file is a .jpg before uploading.

Image Size (pixels wide x high)

The banner image will display at the size you have uploaded.
Suggested size for the banner image is 100 pixels high by 400 pixels wide.

The Receipt Image will resize to fit the receipt. Landscape format images are suggested for the receipt.

Image Quality

Save the image at good or high quality in your image editing program.

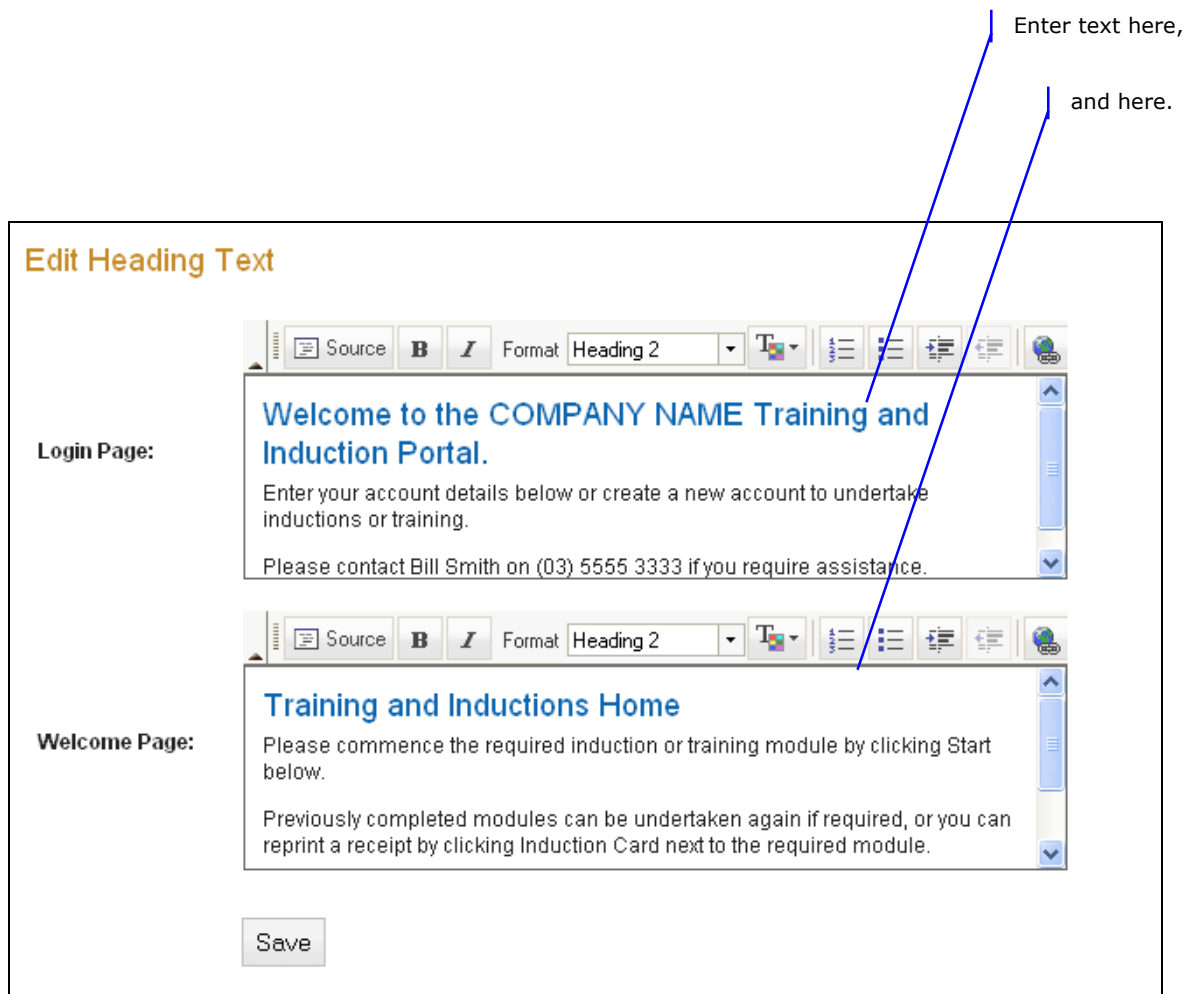


The screenshot displays two upload sections. The first section, titled "Upload banner image", includes a text input field, a "Browse..." button, and an "Upload Banner" button. Below this is the text "(Only JPG or PNG)". The second section, titled "Upload receipt image", also includes a text input field, a "Browse..." button, and an "Upload Image" button, with "(Only JPG or PNG)" below it. Both sections feature the CS Induction logo. A red, italicized note "Your logo, branding and colours here" is positioned to the right of the banner image area.

12. Heading Text

Administrators have access to the Heading Text page.

This page allows the Administrator to add and edit the text that appears on the Login and Welcome Pages of the site.



The screenshot shows the 'Edit Heading Text' interface. It contains two main sections: 'Login Page' and 'Welcome Page'. Each section has a rich text editor with a toolbar (Source, Bold, Italic, Format, etc.) and a text area. The 'Login Page' text area contains the heading 'Welcome to the COMPANY NAME Training and Induction Portal.' and two paragraphs of text. The 'Welcome Page' text area contains the heading 'Training and Inductions Home' and two paragraphs of text. A 'Save' button is located at the bottom left. Two blue arrows point from the text 'Enter text here,' and 'and here.' to the text areas of the 'Login Page' and 'Welcome Page' respectively.

Welcome to the COMPANY NAME Training and Induction Portal.
Enter your account details below or create a new account to undertake inductions or training.
Please contact Bill Smith on (03) 5555 3333 if you require assistance.

Returning user

Continue with an induction or print a receipt

Username:


Password:

[Forgot password?](#)

To display here,

and here.

Training and Inductions Home
Please commence the required induction or training module by clicking Start below.
Previously completed modules can be undertaken again if required, or you can reprint a receipt by clicking Induction Card next to the required module.
For assistance please contact Bill Smith on (03) 5555 4444 or bill.smith@company.com.au.

START 

1 - Audio Visual Example (Company Induction ?)
You can modify the description.

13. Custom Fields

Administrators have access to the Custom Field page.

The Custom Field page allows Administrators to edit the information required to be entered for a new user. The page allows for up to five fields to be added. To hide/display a field, tick or clear the 'Hidden' checkbox.

Tick / clear to control whether a field is included in the login screen.



Field Name	Input	Hidden
Custom Field 1	Employer:	<input type="checkbox"/>
Custom Field 2	Emergency Contact Name:	<input type="checkbox"/>
Custom Field 3	Emergency Contact Number:	<input type="checkbox"/>
Custom Field 4		<input checked="" type="checkbox"/>
Custom Field 5		<input checked="" type="checkbox"/>

Save