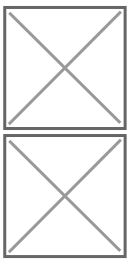
How To Add a Learner Record To An Employee

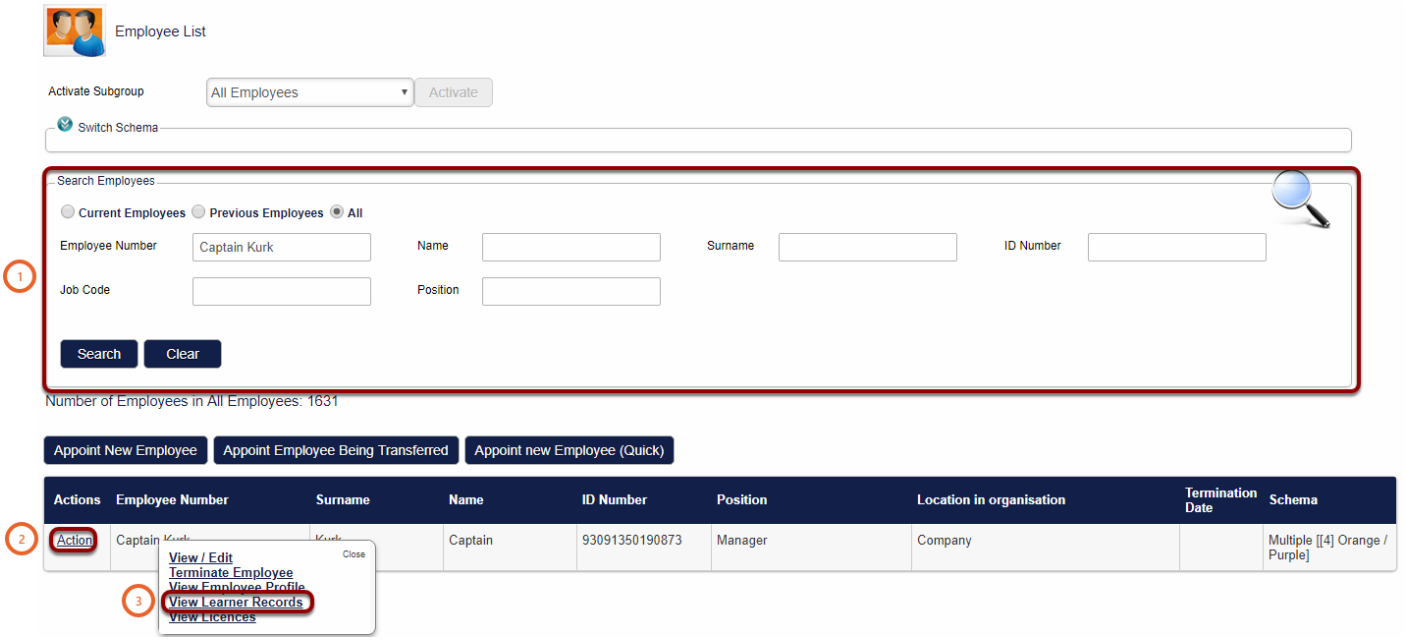
How to get there?

Click on System Administration (1), then with your cursor hover over Modules | Manage Employees.

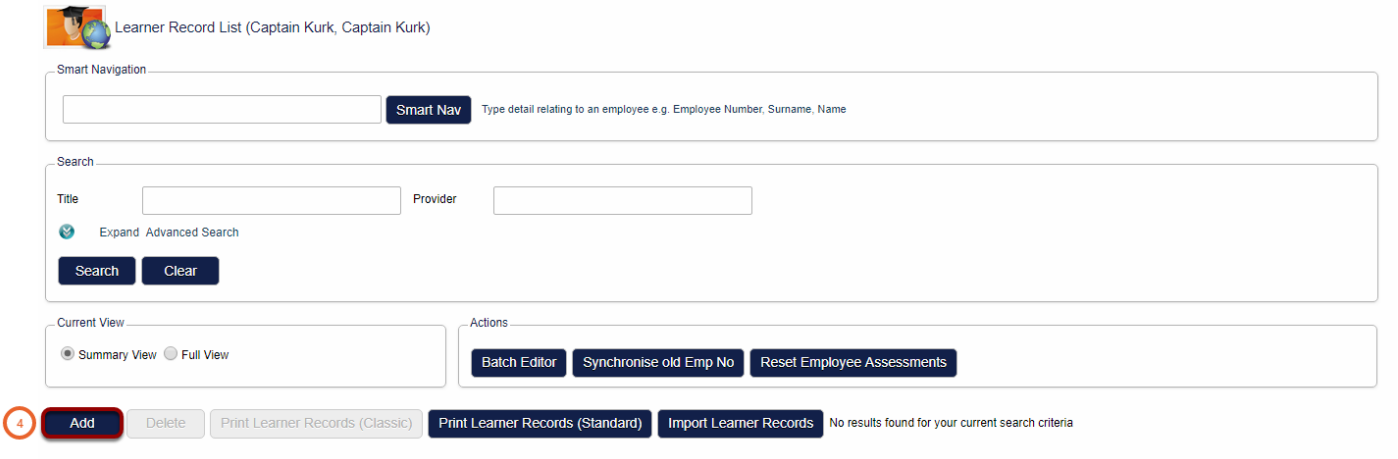


What to do?

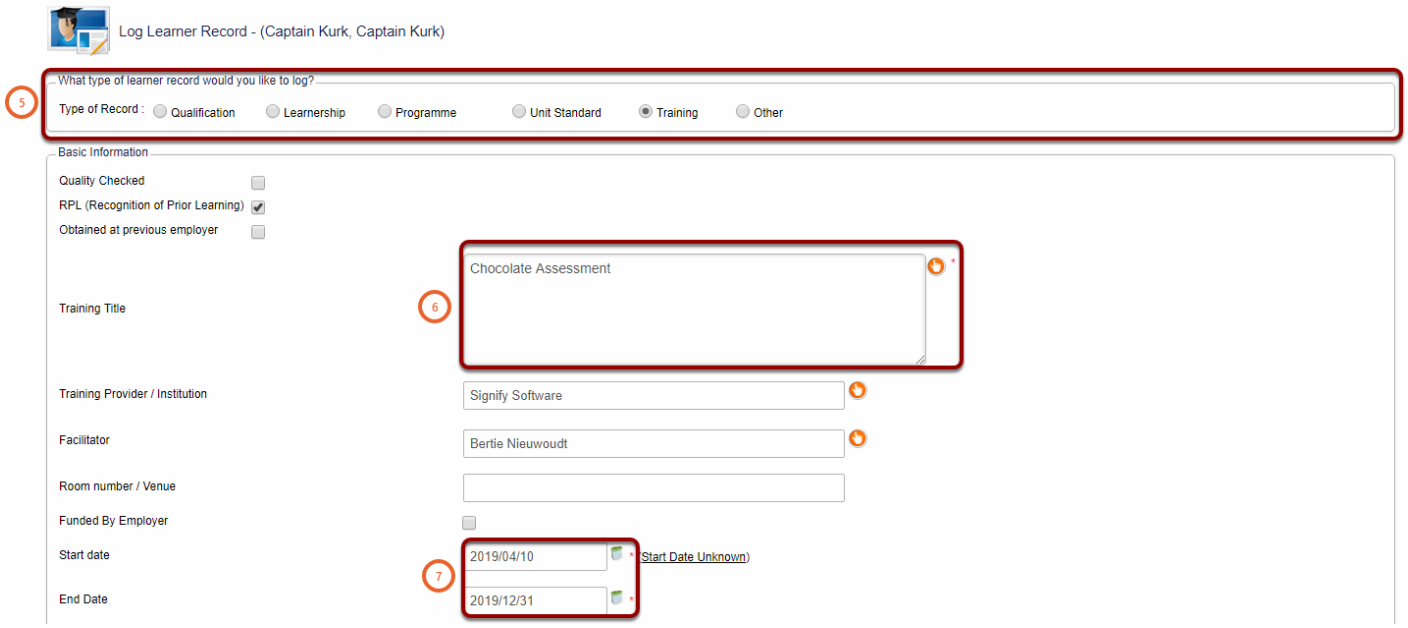
- Use the search criterias (1) to find the employee.
- Click on Action (2) at the employee.
- A small window will open.
- Then click on View Learner Records (3).



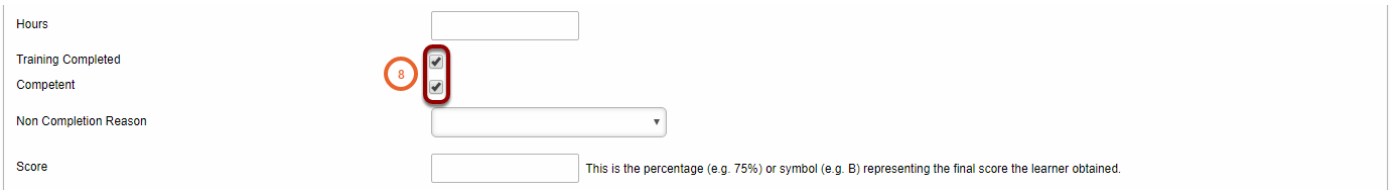
- Click on the Add (4) button to create a new learner record.



- Select the type (5) of learner record you would like to create.
- Click on the hand icon at Training Title (6) and select the training intervention.
- Choose the Start and End dates (7) for the learner record. (the End date is the expiry date of the learner record).



- Select the tick boxes Training Complete and Competent (8) if applicable.



- Click on Save Learner Record (9).



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