

Health & Safety E-learning Platform

The repeat training function



Introduction

When users are required to repeat a course after a period of time, the repeat training feature can be used to automate this process. For example, users may be required to complete all the activities of the Display Screen Equipment course every year and the Manual Handling course every two years.

The training can be scheduled to repeat a number of days after the user completes. For example, If the Fire Safety training is set to repeat every 365 days, the following scenario may occur:

- Jane Smith completes her Fire Safety training on **December 15th 2016**. Her training is reset on **December 15th 2017**.
- John Adams completes his Fire Safety training on **March 8th 2017**. His training is reset on **March 8th 2018**.

When training is reset a completion status of 'Archive' is recorded for the previous completion. So in the example above, after the reset has occurred Jane will have a two records for Fire Safety. An 'Archive' status dated December 15th 2016 and a 'Not yet started' status. You will be able to see this completion data in the "Course completion" report accessible via **Administration > Reports > Course completion**.

The platform is capable of automatically emailing a user to advise them that their training has been reset. This can be achieved by setting up a 'Course reset for repeat training' notification. More information about notifications can be found here:

<https://britsafesupport.zendesk.com/hc/en-gb/articles/360000190353>

Step one: Accessing the repeat training settings

You can view and edit the current repeat training settings by going to **Administration > Settings > Repeat training**

The screenshot shows the 'Repeat training' settings page. At the top, there is a form to 'Add new' training settings, with a dropdown menu for 'Course*' and an 'Add new' button. Below the form is a table listing existing training settings. To the right, there is an 'Administration' sidebar with a menu of options, including 'Repeat training' which is highlighted with a red arrow.

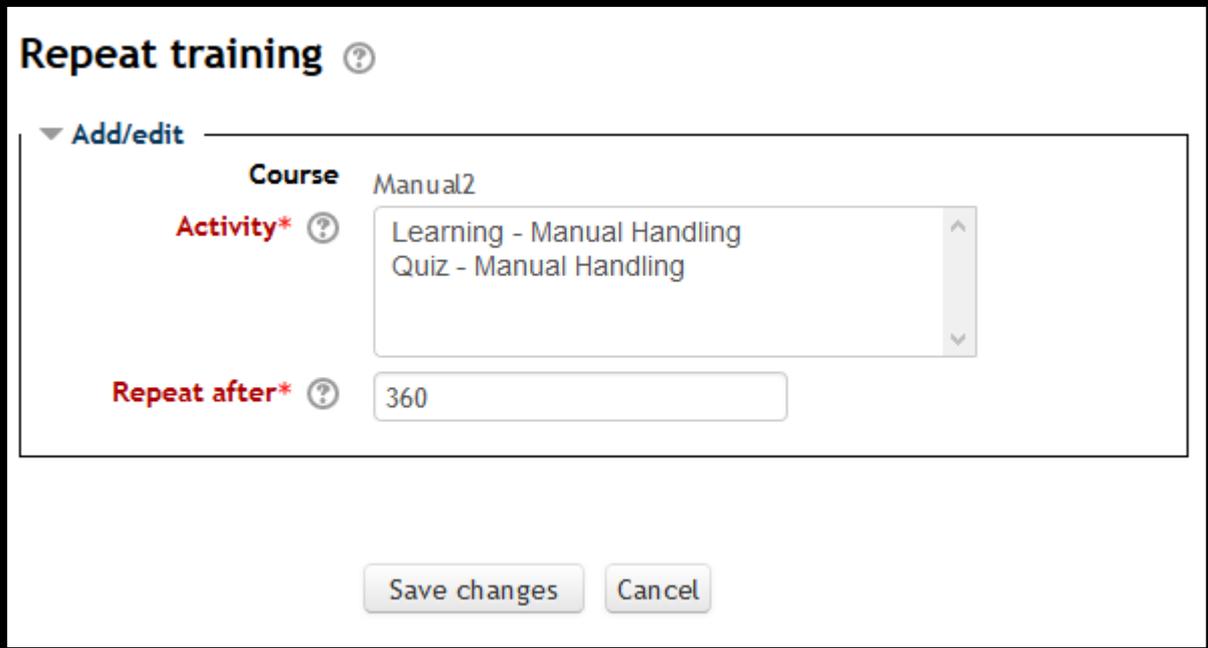
Course	Number of activities	Repeat after		
Fire2	2	104 weeks, 2 days	Edit	Delete
Display	3	104 weeks, 2 days	Edit	Delete

Figure 1 - The repeat training settings

Step two: Creating a new repeat training criteria

1. Select the course that you wish to be repeated in the **Course** drop-down
2. Click on the **Add new** button

You will then be presented with the *Repeat training* screen.



Repeat training ⓘ

▼ **Add/edit**

Course Manual2

Activity* ⓘ

Learning - Manual Handling
Quiz - Manual Handling

Repeat after* ⓘ

360

Save changes Cancel

Figure 2 - The repeat training screen for Manual Handling

Step three: Choosing the repeat training options

You can now choose what activities you would like to reset on the course and how often you would like to reset them.

3. In the **Activity** box, click on the activity names to select them. (If you wish to select more than one activity you can do so by holding down the Ctrl key while clicking.)
4. In the **Repeat after** box, enter the number of days after completion when you would like the course to be reset.
5. Click on the **Save changes** button

The screenshot shows a form titled "Repeat training" with a help icon. Under the "Add/edit" section, the "Course" is set to "Manual2". The "Activity*" field is a multi-select dropdown containing "Learning - Manual Handling" and "Quiz - Manual Handling". The "Repeat after*" field is a text input containing "730". At the bottom are "Save changes" and "Cancel" buttons.

Figure 3 - All activities selected to repeat every two years

Your new repeat training will now appear on the *repeat training settings* screen. Training will now be reset for all users who have completed the training more than the specified number of days previously.

The screenshot shows the "Repeat training" settings screen. It has a "Add new" section with a "Course*" dropdown and an "Add new" button. A red message states "There are required fields in this form marked *." Below is a table with the following data:

Course	Number of activities	Repeat after		
Manual2	2	104 weeks, 2 days	Edit	Delete
Fire2	2	104 weeks, 2 days	Edit	Delete
Display	3	104 weeks, 2 days	Edit	Delete

Figure 4 - The new repeat training criteria for Manual Handling highlighted

Editing and deleting repeat training criteria

- You can edit an existing repeat by clicking on the **Edit** button on the same row on the *repeat training settings* screen. **Please note:** Changing the settings will not affect any users whose training has already been reset.
- You can delete an existing repeat by clicking on the **Delete** button on the same row on the *repeat training settings* screen.