

Online UKATA Asbestos Awareness Course User Guide

How to Purchase the Online UKATA Asbestos Awareness Course:

STEP 1:

To purchase our Online UKATA Asbestos Awareness training course, please visit www.bosstraining.co.uk and click on the '*Online UKATA Asbestos Course*' button on the navigation sidebar.

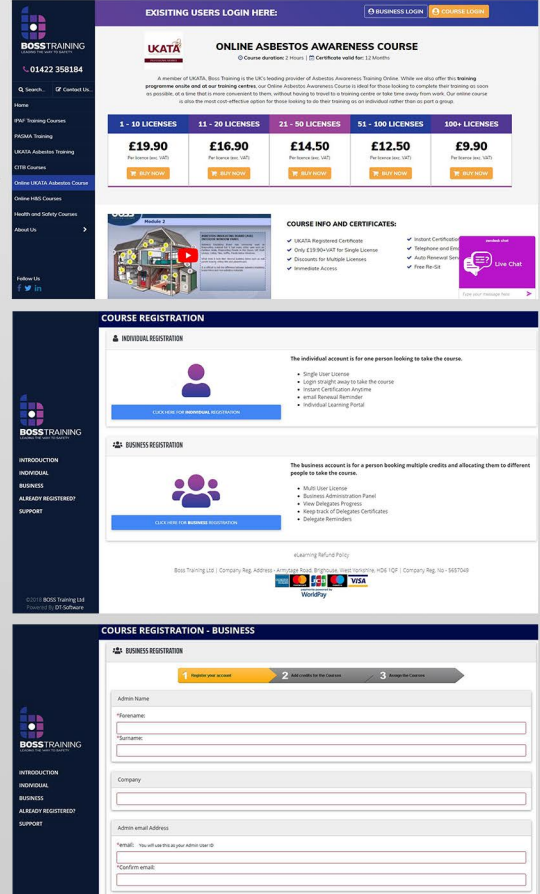
STEP 2:

Once on the page, you will see the different price brackets that vary, depending on the number of course licenses you require. Click on the '*Buy Now*' button for the one that applies to you.

STEP 3:

You will then be asked whether you would like to purchase the course as an *Individual* (one license) or as a *Business* (multiple licenses).

Once you have selected this and filled in your details, you will be taken to the payment screen and then you will be sent your login details to access your account and sit the course.



The screenshots illustrate the user interface for purchasing the Online UKATA Asbestos Awareness Course. The first screenshot shows the course page with a navigation sidebar on the left and a main content area. The sidebar includes links for 'Home', 'FAQ Training Courses', 'UKATA Asbestos Training', 'CFR Courses', 'Online UKATA Asbestos Course', 'Health and Safety Courses', 'About Us', and 'Follow Us'. The main content area features a header with 'EXISTING USERS LOGIN HERE:' and buttons for 'BUSINESS LOGIN' and 'COURSE LOGIN'. Below this is the 'ONLINE ASBESTOS AWARENESS COURSE' section, which includes a description of the course and a table of price brackets for different license quantities. The table is as follows:

1 - 10 LICENSES	11 - 20 LICENSES	21 - 50 LICENSES	51 - 100 LICENSES	100+ LICENSES
£19.90	£16.90	£14.50	£12.50	£9.90
Per License (incl. VAT)	Per License (incl. VAT)	Per License (incl. VAT)	Per License (incl. VAT)	Per License (incl. VAT)

Below the table, there is a 'COURSE INFO AND CERTIFICATES' section with a list of features and a 'Live Chat' button. The second screenshot shows the 'COURSE REGISTRATION' page, which has two main options: 'INDIVIDUAL REGISTRATION' and 'BUSINESS REGISTRATION'. The 'INDIVIDUAL REGISTRATION' section lists benefits such as 'Single User License', 'Single Straight entry to take the course', 'Instant Certification Analysis', 'Email Reminders Reminders', and 'Individual Learning Portal'. The 'BUSINESS REGISTRATION' section lists benefits such as 'Multi User License', 'Business Admin panel Portal', 'View Delegates Progress', 'Email Reminders Reminders', and 'Delegated Reminders'. The third screenshot shows the 'COURSE REGISTRATION - BUSINESS' form, which includes fields for 'Admin Name', 'Firstname', 'Surname', 'Company', 'Admin email Address', 'Email', and 'Confirm email'.

What is a Business Administration Account?

A UKATA Asbestos Awareness ELearning Business Administration Account allows you to:

- Purchase multiple course licenses
- Allocate, manage and track your delegates progress
- Download copies of certificates
- Email course reminders to your delegates
- Receive automatic renewal emails when your delegates certificates are due to expire

What is an Individual Account?

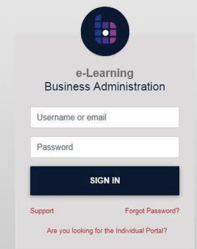
- An Individual account means you are purchasing the course either for yourself or someone else to complete.
- The name you input when registering for this type of account is the name that will appear on the UKATA Asbestos Awareness ELearning certificate upon completion of the course.

How Does the Business Administration Account Work?

1. Logging In:

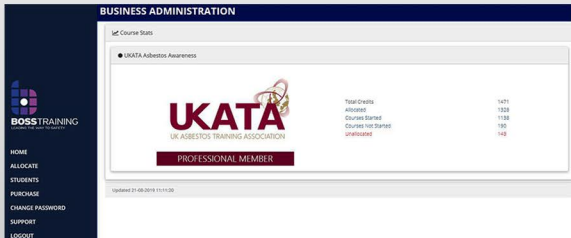
Once you have registered for a Business Account and purchased course credits, you will be emailed your username and password to access your account.

Follow the link on the email and log into your account.



2. Homepage:

After logging in you will see the homepage of your account which tells you your total number of course credits, number of allocated courses, how many of the courses have and have not been started and finally the total number of unallocated credits.



3. Navigating Your Account:

On the left hand side of the screen you will see the navigation bar for your account with 7 options to choose from. These are:

Home - Takes you back to the first account screen

Allocate - This is where you assign your course credits to your delegates

Students - This is where you can view all the delegates that you have allocated a course to and download copies of certificates, send out reminders, reset their password and delete delegates who no longer need the course.

Purchase - This is where you can purchase additional course credits

Change Password - You can change your account login details

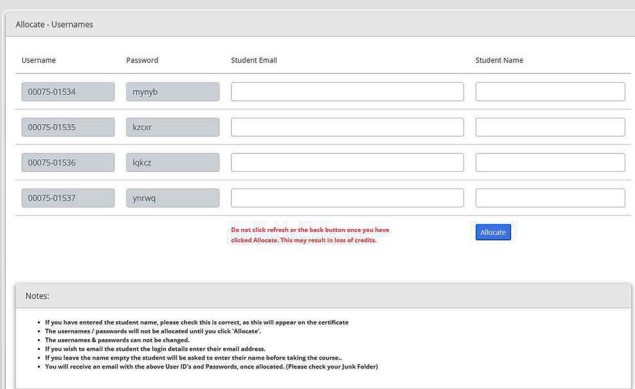
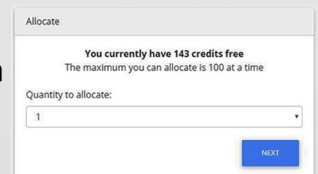
Support - This is where you can get in contact with us if you require assistance

Logout



4. Allocating Courses:

To allocate courses to your delegate click on the allocate button. You will then be able to select how many course logins you would like to create from a drop down list. Once you have chosen, click the blue 'Next' button.



Do not click refresh or the back button once you have clicked Allocate. This may result in loss of credits.

Notes:

- If you have entered the student name, please check this is correct, as this will appear on the certificate
- The usernames & passwords will not be allocated until you click 'Allocate'
- The usernames & passwords can not be changed
- If you wish to email the student the login details enter their email address.
- If you leave the name empty the student will be asked to enter their name before taking the course.
- You will receive an email with the above User ID's and Passwords, once allocated. (Please check your junk folder)

You can then fill in your students name and email address of who you would like to take the course.

(Take care at this point as the details cannot be amended when the 'Save' button is clicked).

If you don't know who will be taking the course, click the 'Allocate' button without filling in the student name box. This will create 'blank' login details that any delegate can use as it will ask them to input their own name when they log in.

When you are happy that all the details are correct, click the blue 'Allocate' button and this will send out the login details.

5. Students Page:

The 'Students' section in your Business Account allows you to:

- View students course percentage
- See their certificate expiry date
- Download copies of certificates
- Send out course reminders
- Check if they have passed or failed
- View the date you sent them the course
- Remove incomplete courses from your account
- Reset a students password

The screenshot on the right shows what a typical 'Students' section will look like once you have allocated courses and some of your delegates have begun to complete the training.

Student	Course	Allocated	Complete	Result	Expiry	Action
John Doe	UKATA ASBESTOS AWARENESS	2018-12-04	100%	Passed	2020-01-08	[Download Certificate] [Delete] [Change Password] [Remind]
Jan Jan	UKATA ASBESTOS AWARENESS	2018-12-04	100%	Passed	2019-12-04	[Download Certificate] [Delete] [Change Password] [Remind]
Jane Doe	UKATA ASBESTOS AWARENESS	2018-10-18	100%	Passed	2018-10-17	[Download Certificate] [Delete] [Change Password] [Remind]
Alex Doe	UKATA ASBESTOS AWARENESS	2018-10-11	8%			[Download Certificate] [Delete] [Change Password] [Remind]
Tim Doe	UKATA ASBESTOS AWARENESS	2018-07-08	100%	Passed	Expired	[Download Certificate] [Delete] [Change Password] [Remind]
Mike Do	UKATA ASBESTOS AWARENESS	2018-07-12	100%	Passed	Expired	[Download Certificate] [Delete] [Change Password] [Remind]
Phil Do	UKATA ASBESTOS AWARENESS	2018-07-12	100%	Passed	Expired	[Download Certificate] [Delete] [Change Password] [Remind]
Ben Smith	UKATA ASBESTOS AWARENESS	2018-07-12	0%			[Download Certificate] [Delete] [Change Password] [Remind]
John Smith	UKATA ASBESTOS AWARENESS	2018-07-12	100%	Passed	Expired	[Download Certificate] [Delete] [Change Password] [Remind]
Alice Smith	UKATA ASBESTOS AWARENESS	2018-07-12	100%	Passed	Expired	[Download Certificate] [Delete] [Change Password] [Remind]
Student	Course	Allocated	Complete	Result	Expiry	Action

Student Section Key:

- Allows you to **download** a copy of a certificate
- Allows you to **delete** a student and add the credit back into your account (providing they haven't reached 100%)
- Allows you to **change** a students **password** if they have lost their current one
- Allows you to send out an automatic **email reminder** to prompt your student to complete the course
- Export Students** Allows you to download a list of all your students into a **spreadsheet**

Individual Account

If you are purchasing the UKATA Asbestos Awareness ELearning course for yourself, it is best to set up an individual account rather than a business.

An individual account allows you to:

- Purchase one course
- Login and download a copy of your certificate
- Renew your certificate on a yearly basis without setting up another account
- Receive automatic renewal email when your certificate is due to expire

Course	Purchased	%age	Result	Expiry	Action
UKATA Asbestos Awareness	2017-11-17	100%	Passed	Expired	[Take Course] [Download Certificate]
UKATA Asbestos Awareness	2016-12-01	100%	Passed	Expired	[Take Course] [Download Certificate]
UKATA Asbestos Awareness	2018-11-12	68%			[Take Course] [Download Certificate]