

# User guide to the FORS Training dashboard

## Introduction

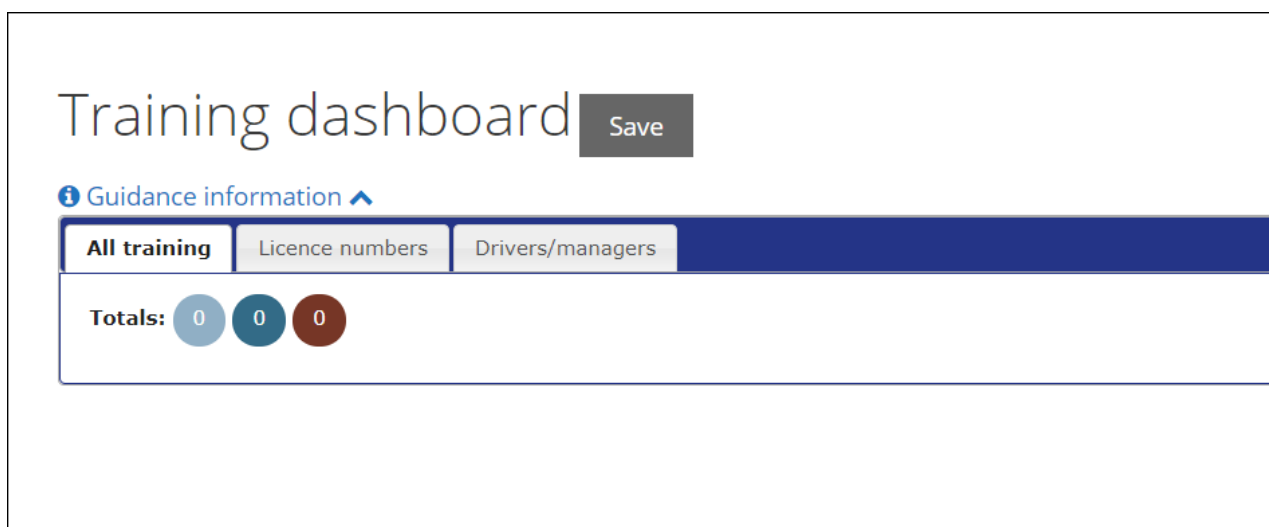
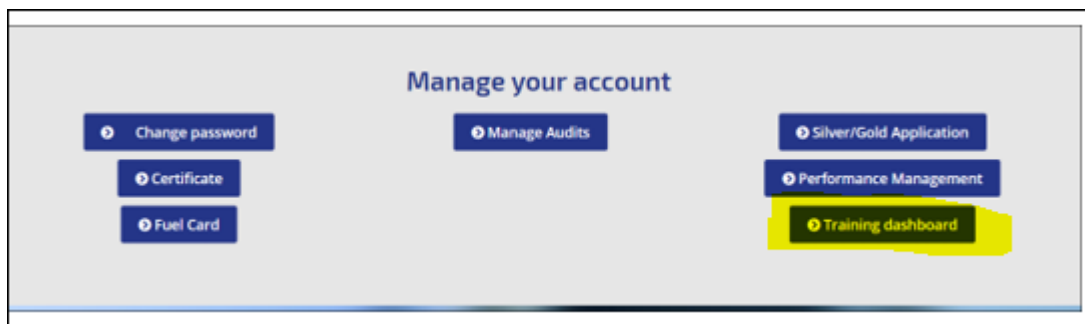
The FORS Training dashboard allows you to maintain your drivers/managers' training records. You can only import those records that are already on the FORS professional training register. The records cannot be edited.

The dashboard can be used as part of your evidence for your Bronze (D4), Silver (S5) or Gold (G5) application.

If you use the Training dashboard as your only evidence for 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.

## 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'.





# User guide to the FORS Training dashboard

## Main tabs

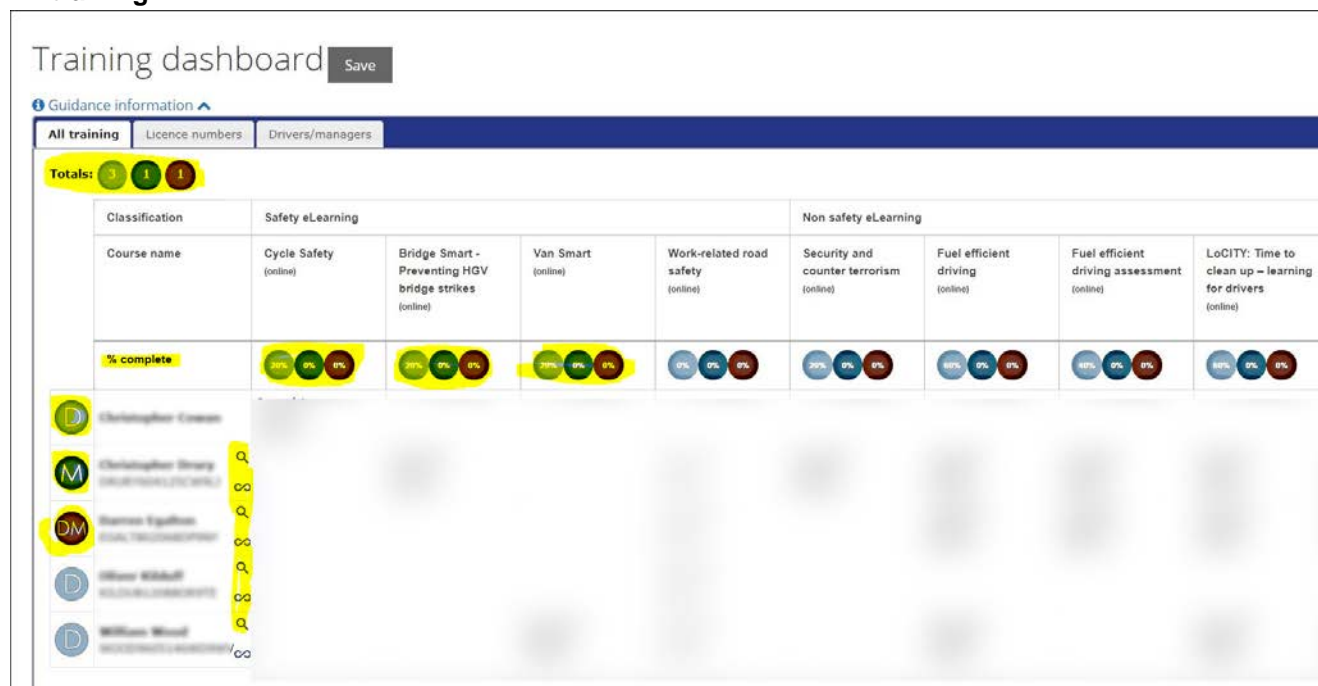
**All training** – overview of all trainings for those drivers/managers that have been added to the training dashboard

**Licence numbers** – allows you to import drivers/managers' records from the Professional training register that by driving licence numbers

This is the preferred way of adding drivers/managers to your Training dashboard because additional features such as  and  are only accessible if you import records using driving licence numbers.

**Drivers/managers** – allows you to import and manage drivers/managers' records from the Professional training register by organisation or learners' name

## All training:



The screenshot shows the 'Training dashboard' interface. At the top, there are tabs for 'All training', 'Licence numbers', and 'Drivers/managers'. Below the tabs, there are 'Totals' for drivers (3), managers (1), and drivers/managers (1). The main table lists courses under 'Safety eLearning' and 'Non safety eLearning'. Each course has a '% complete' row with three colored circles representing different learner types: Driver (blue), Manager (green), and Driver/Manager (red).

Classification	Safety eLearning				Non safety eLearning				
	Course name	Cycle Safety (online)	Bridge Smart - Preventing HGV bridge strikes (online)	Van Smart (online)	Work-related road safety (online)	Security and counter terrorism (online)	Fuel efficient driving (online)	Fuel efficient driving assessment (online)	LoCITY: Time to clean up – learning for drivers (online)
% complete		20% 0% 0%	20% 0% 0%	20% 0% 0%	0% 0% 0%	20% 0% 0%	100% 0% 0%	100% 0% 0%	100% 0% 0%

On the left, a list of learners is shown with icons: D (Driver), M (Manager), and DM (Driver/Manager). The 'DM' icon is highlighted in yellow.

The Totals at the top of the table show 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 effect 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:



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

% complete	20% 0% 0%	20% 0% 0%	20% 0% 0%	0% 0% 0%
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# User guide to the FORS Training dashboard

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

All training		Licence numbers		Drivers/managers														
Classification	Course name	WSOR theory and on-cycle							Non safety eLearning							Manager		
		Safe Urban Driving	Work-related road safety	Work-related road safety assessment	Cycle Safety	Van Smart	Smart Driving	Cycle Safety	Security and counter terrorism	Fuel efficient driving assessment	Parking and Loading Legally assessment	LoCITY: Time to clean up - learning for drivers	Fuel efficient driving	Parking and Loading Legally	TrackSmart	LoCITY: Time to look ahead - learning for managers	Collision Management: Collision Investigator	Workshop 7 - Reducing fuel use and minimising environmental impacts
Professional	Keith Baron	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018
Professional	Oliver Cave	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018
Professional	Andrew Couzens	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018	Course date: 26/02/2018 Expires: 26/02/2018

## How to add drivers/managers to the Training dashboard by their driving licence number:

### Training dashboard Save



[Guidance information](#)

**All training** | Licence numbers | Drivers/managers

**Import CSV** | **Paste list**

Enter a comma separated list of driving licences below.

**Get drivers training**

This is the preferred way of adding drivers/managers to your Training dashboard, as additional features such as  and . These features are only accessible if you import records using licence numbers.

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.

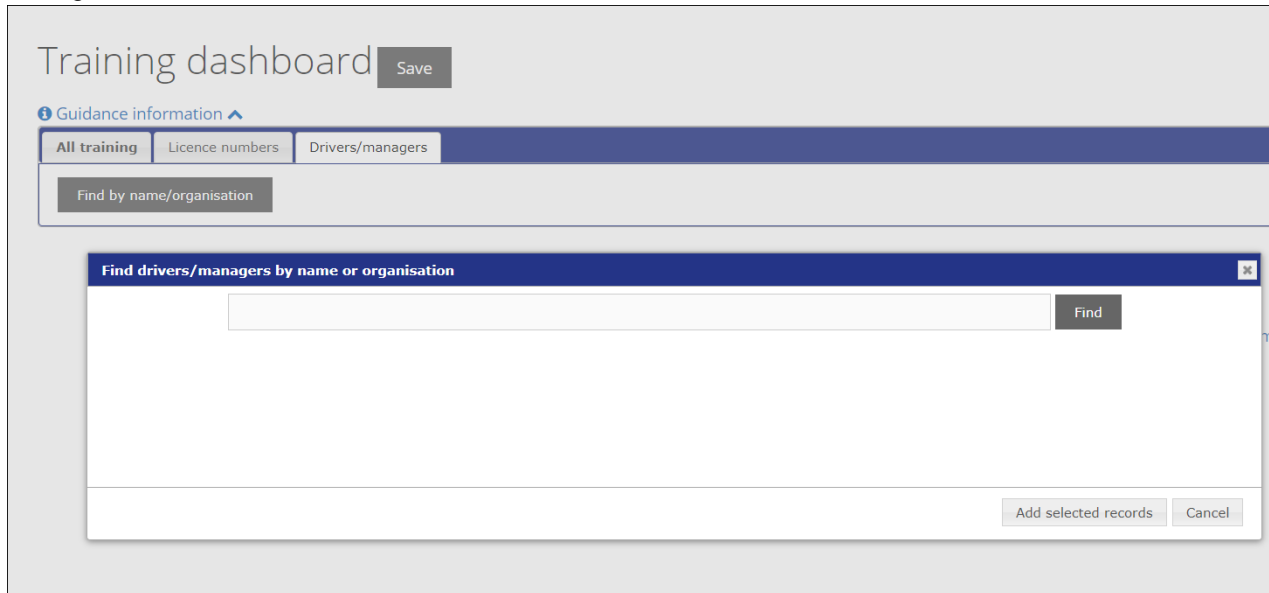
Once imported, the records found in the Professional training register will appear on your Training dashboard **All training** tab.

Don't forget to save your changes at any point

# User guide to the FORS Training dashboard


## How to add/remove drivers/managers to your dashboard using their name and your organisation name:

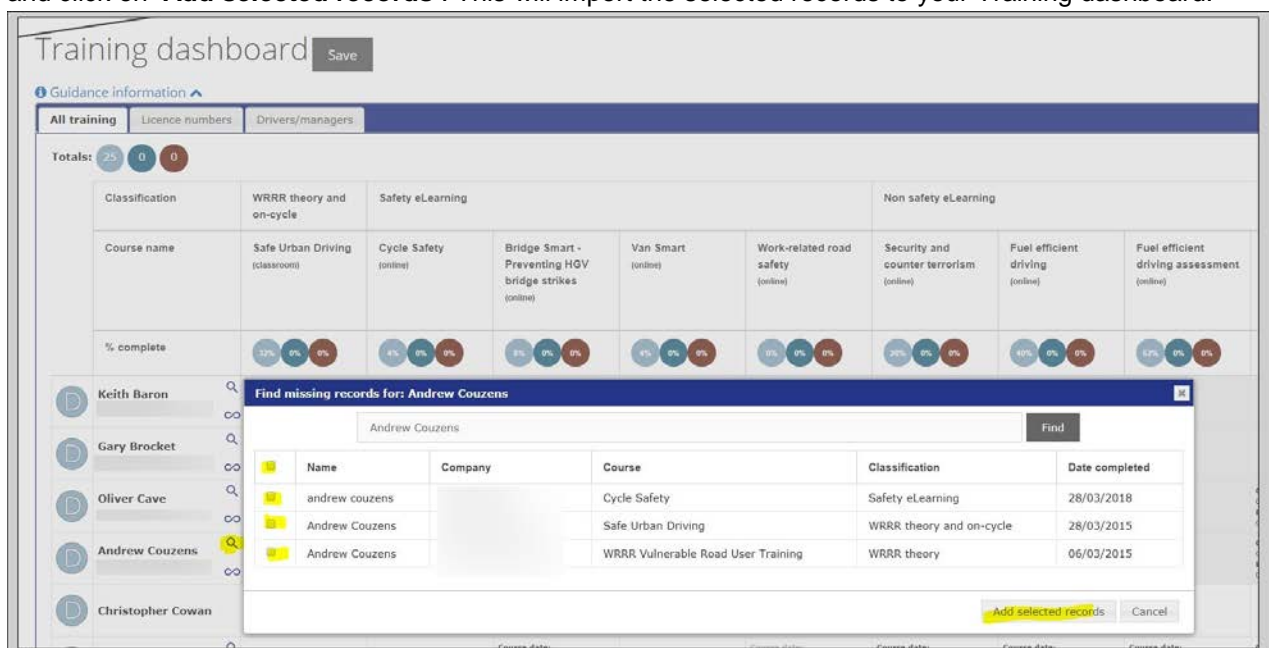
You can import training records using the organisation's name or learners' full name if you don't know their driving licence number.





Click **Find drivers/managers by name or organisation** to search for additional drivers/managers. Click **Remove** to remove any drivers/manager and all associated training records from the dashboard

Don't forget to save your changes at any point

If some of the training records are not listed for your drivers/managers, you can use the  icon to **search for additional records** by learners' name. This can be done by ticking the box next to the name and click on '**Add selected records**'. This will import the selected records to your Training dashboard.



# User guide to the FORS Training dashboard

If any of your drivers/managers are listed with multiple names, click the  icon to **associate the records**. Then click the  icon again to complete the association.

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

You can provide your Training dashboard as part of your evidence to the 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.

S5 Professional development - Professional training register

If you maintain your driver's training using the [Driver training dashboard](#) you have the option to submit this as evidence for S5. Please tick the box below if you wish to submit the data currently showing on the [Driver training dashboard](#).

Once you submit your application, the system will take a snapshot of your [Driver training dashboard](#) and will automatically attach it as part of your evidence for the auditor to view.

Any changes made to the [Driver training dashboard](#) after submission, will not be captured.

Take data from the Driver training dashboard

It is **NOT** 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.