

# User guide to the FORS Training dashboard

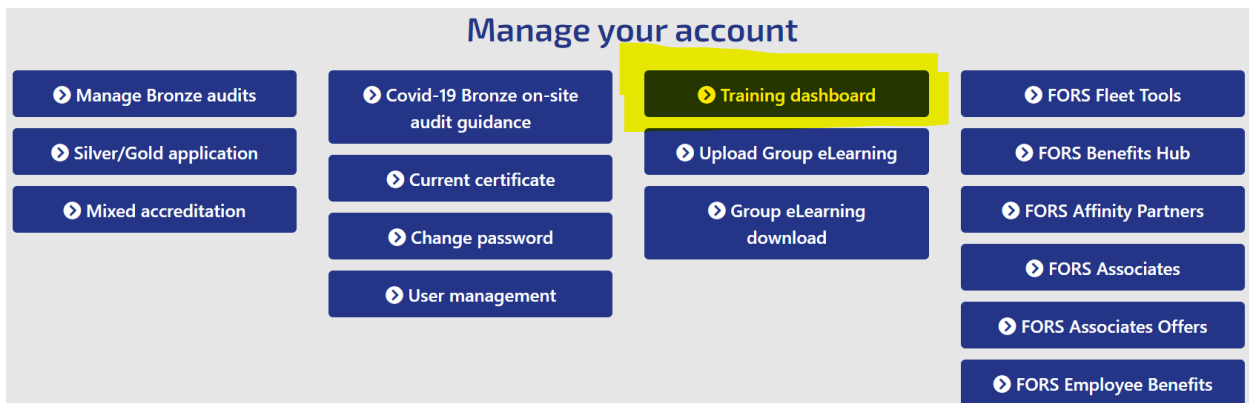
## Introduction

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

The dashboard can be used as part of your evidence at your Bronze, Silver or Gold audit.

## 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'.



**Manage your account**

- Manage Bronze audits
- Silver/Gold application
- Mixed accreditation
- Covid-19 Bronze on-site audit guidance
- Current certificate
- Change password
- User management
- Training dashboard**
- Upload Group eLearning
- Group eLearning download
- FORS Fleet Tools
- FORS Benefits Hub
- FORS Affinity Partners
- FORS Associates
- FORS Associates Offers
- FORS Employee Benefits

Training dashboard Save



**Guidance information** ^

**All training** | Licence numbers

Totals: 0 0 0

## Main tabs

**All training** – overview of all training 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 by driving licence numbers. This is the only way of adding drivers/managers to your Training dashboard.

# User guide to the FORS Training dashboard

## All training:

Training dashboard Save

Guidance information ^

All training Licence numbers

Totals: 13 2 1

Classification	WRRR theory and on-cycle			Safety eLearning			Non safety eLearning		
	Course name	Van Smart (classroom)	Van Smart (online)	Van Smart (NEW v2) (online)	Cycle Safety (online)	Smart Driving (online)	Pedestrian Safe (online)	Security and counter terrorism (online)	LoCITY Driving: Time to clean up - learning for drivers (online)
% complete	13% 0% 0%	0% 0% 0%	0% 50% 0%	100% 50% 100%	0% 50% 0%	0% 50% 0%	100% 50% 100%	77% 50% 100%	
Christopher Conner									
Christopher Conner									
Christopher Conner									
Christopher Conner									
Christopher Conner									

The Totals at the top of the table shows 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 affect 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.

Training dashboard Save

Guidance information ^

All training | Licence numbers

Totals: 5 2 0

Classification	WRRR theory and on-cycle	Safety eLearning								
Course name	Safe Urban Driving (classroom)	Van Smart (online)	Van Smart (NEW VZ) (online)	Cycle Safety (group)	Cycle Safety (online)	Bridge Smart (online)	Smart Driving (group)	Smart Driving (online)	Work-related road safety (online)	Pedestrian Safe (online)
% complete	20% 0% 0%	0% 0% 0%	0% 0% 0%	0% 0% 0%	100% 100% 0%	100% 100% 0%	0% 0% 0%	100% 100% 0%	0% 0% 0%	0% 100% 0%
[Redacted]						Course dates: JAN18/2023 Expires: 24/02/2024 Claimed from: Dylan Berryman				Course dates: 01/08/2022 Expires: 01/08/2022 Claimed from: Dylan Berryman
[Redacted]	Course dates: 19/08/2023 Expires: 19/08/2023	Course dates: 19/02/2023 Expires: 19/02/2023	Course dates: 07/02/2023 Expires: 07/02/2024	Course dates: 23/08/2018 Expires: 23/08/2022	Course dates: 03/02/2023 Expires: 03/02/2024	Course dates: 02/02/2023 Expires: 02/02/2024		Course dates: 03/02/2023 Expires: 03/02/2024		Course dates: 03/02/2023 Expires: 03/02/2024
[Redacted]							Course dates: 23/11/2023 Expires: 23/11/2023			Course dates: 13/08/2023 Expires: 13/08/2024
[Redacted]	Course dates: 26/08/2023 Expires: 26/08/2023	Course dates: 05/06/2023 Expires: 05/06/2024	Course dates: 05/06/2023 Expires: 05/06/2024		Course dates: 03/05/2024 Expires: 03/05/2024	Course dates: 02/11/2023 Expires: 02/11/2023		Course dates: 02/11/2023 Expires: 02/11/2023	Course dates: 23/03/2019 Expires: 23/03/2019	Course dates: 05/07/2023 Expires: 05/07/2023
[Redacted]	Course dates: 23/01/2019 Expires: 23/01/2024	Course dates: 23/11/2018 Expires: 23/11/2018			Course dates: 02/03/2023 Expires: 02/03/2024	Course dates: 03/03/2023 Expires: 03/03/2024		Course dates: 24/08/2022 Expires: 24/08/2023		

If any drivers/managers are listed with multiple lines with their licence number, you can use the to merge the records. Please note, you will only be able to use the icon to merge the records if that users licence number is on the training dashboard.

## How to add drivers/managers to the Training dashboard:

Training dashboard Save

Guidance information ^

All training | Licence numbers

Import CSV | Paste list

Enter a comma separated list of driving licences below.

Get drivers training

**You can add a driver to your organisation by linking their driving licence numbers, even if they are not listed against your organisation on the FORS Professional training register.**

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 FORS 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 remove drivers/managers with a driving licence associated to their record from the dashboard:

You can do this by clicking the **Remove** button via the licence number tab.

Training dashboard Save

Please note, some functionality of the training dashboard has changed recently. If you need to link a driver to your organisation, you can do this using the driver's driving licence number.

Guidance information ^

All training Licence numbers

Import CSV Paste list

Licence No.	Name	Found	Actions
[REDACTED]	[REDACTED]	Yes	Remove all
[REDACTED]	[REDACTED]	Yes	Remove
[REDACTED]	[REDACTED]	Yes	Remove

## How to remove drivers/managers without a driving licence associated to their record from the dashboard:

You can do this by selecting the record that needs to be removed and click the 'Remove Selected' button. To remove all records, click 'Select All' and then press the 'Remove Selected' button.

Training dashboard Save

Please note, some functionality of the training dashboard has changed recently. If you need to link a driver to your organisation, you can do this using the driver's dri

Guidance information ^

All training Licence numbers

Totals: 45 12 20 Select All Remove Selected

Classification	WRRR theory and on-cycle		Safety eLearning			
Course name	Safe Urban Driving (classroom)	Van Smart (online)	Cycle Safety (online)	Bridge Smart (online)	Smart Driving (online)	Smart Driving (group)
% complete	18% 0% 10%	0% 0% 0%	4% 8% 5%	4% 8% 5%	4% 8% 5%	0% 0% 0%
[REDACTED]						
[REDACTED]	Course date: 19/02/2022 Expires: 19/02/2027					
[REDACTED]	<input type="checkbox"/> Course date: 17/02/2018 Expires: 17/02/2023					
[REDACTED]	<input type="checkbox"/> Course date: 17/02/2018 Expires: 17/02/2023					

# User guide to the FORS Training dashboard

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

You can provide your Training dashboard as part of your evidence for a 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** a 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.