



# Feedlot TECH Training Hub

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Manager access and reporting  
instructions

# Register your feedlot or business on the Training Hub

Feedlots and industry affiliated businesses are recommended to ensure they are registered for online training through Feedlot TECH. This will allow feedlot staff and managers to create an account, access training and be listed in your feedlot group. It also enables managers (with manager access accounts) to view staff training progress and recommend further training if required.

Complete the [Training Hub Feedlot Registration form](#) to ensure your feedlot is registered.

Once registration is confirmed by a Feedlot TECH representative, you can encourage managers and staff to create an account on the Training Hub. When prompted during the verification process, they can enter the feedlot NFAS number or assigned Group Number. This will link them to your feedlot, allowing them to access training and for managers to see staff account and training details.

It is recommended for managers to regularly check the staff accounts linked to the feedlot under the **Users** tab to confirm staff are still currently employed at the feedlot.

**Please contact Feedlot TECH if you have any queries or concerns regarding users listed in your feedlot group.**

## 1.

Sign up to the Training Hub as a user, following the **Sign-up instructions**. If you are a manager at your feedlot or require a manager account, please contact [admin@feedlottech.com.au](mailto:admin@feedlottech.com.au), to request this permission level. A Feedlot TECH representative will be in contact with you within five business days to confirm this.

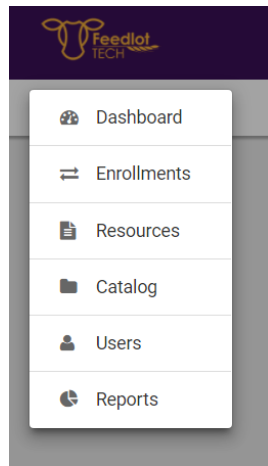
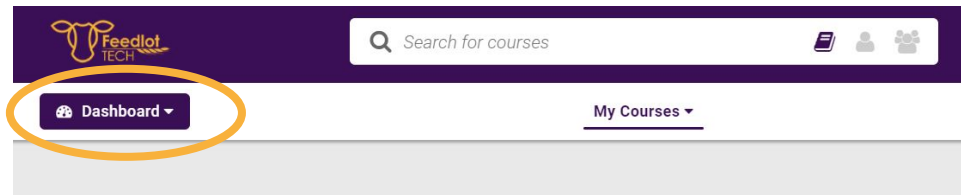
## 2.

Once assigned, a manager can:

- View group members (their feedlot staff who have accounts on the Training Hub), edit their details and get an overview of how each staff member is progressing on their enrolled training courses.
- Enrol staff in courses and run reports on group progress.
- View a breakdown by training course of their group's progress and certificates.

- Manually mark staff within the group as complete on progressing certain courses.

The above features can be accessed via the managers dashboard menu.



### 3.

**'Enrolments'** gives you the ability to enrol staff into selected available courses.

Once completed your staff will now be enrolled in the courses selected. Each staff member will receive an email confirming the enrolment with a link to launch the course.



### Create new enrollment

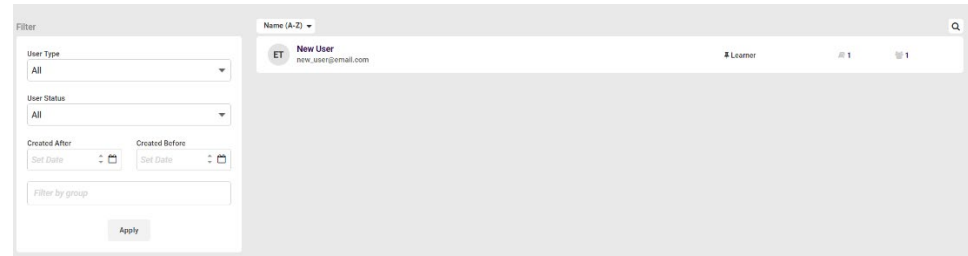
To create a new enrollment, first choose the course, or courses, you want to enroll your users on to. You can do this by scrolling the list, or simply use the search at the top of the Course list. Then choose a user or group from the second list, either by scrolling or using the search at the top of the list. You can easily switch between groups and users by using the link above the search box.

### Existing Enrollments

To view your existing enrollments, simply visit your **Courses** page, where you can view your courses and the number of users enrolled on each. There, you can also drill down to see the status of your users' enrollments for each course. If you need more details, try the **Course Status** report.

## 4.

As a manager, access to staff progress and details is accessed under the 'Users' menu.



When you select Users from the primary navigation menu, you are taken to the main users page, which lists all registered staff members in your Feedlot.

It is recommended for managers to regularly check the staff accounts linked to the feedlot under the **Users** tab, to confirm staff are still currently employed at the feedlot.

**Please contact Feedlot TECH if you have any queries or concerns regarding users listed in your feedlot group.**

## 5.

Once you click into a staff member profile, you are taken to their profile page.

### User's Summary

## New User

- 📌 Type of user **Learner**
- 👤 Created **10 May 2021**
- 🕒 Last Sign-in **10 May 2021**
- 📊 Sign-in Count **2**
- 🌐 Timezone **(GMT+10:00) Sydney**
- ⚠️ Account expiration **Set Date**

🔒 Set Password

### Basic Info

First name: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="New"/>	Last name: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="User"/>
Email: <input style="width: 95%; border: 1px solid #ccc;" type="text" value="new_user@email.com"/>	
<input checked="" type="checkbox"/> Login enabled	

### Additional Options

📌 Recent Activities

👤 Custom User Data

## 6.

Recent activity and the ability to edit profile is available by using the buttons below the basic info.


### Additional Options

📌 Recent Activities

👤 Custom User Data

## 7.









**Reporting** ability is available to managers and will only report on staff within the individual group or Feedlot.



### Reports Tips

Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Report Type

 <h4>Course Status</h4> <p>An overview of enrollment statuses within specified courses</p>	 <h4>Course Modules</h4> <p>Shows learner status for each course module</p>	 <h4>Course History</h4> <p>Overview of enrollment statuses for a specified user</p>
 <h4>Certifications and Credits</h4> <p>Overview of certifications and credits awarded</p>	 <h4>Exams</h4> <p>Breakdown of exam answers with overall trends</p>	 <h4>Survey</h4> <p>Breakdown of survey answers with overall trends</p>
 <h4>SCORM Exams/Interactions</h4> <p>Breakdown of SCORM exams with overall SCORM exam trends</p>	 <h4>Tin Can Exams/Interactions</h4> <p>Breakdown of TinCan exams with overall TinCan exam trends</p>	

## 8.

Each report allows for different filters to be selected.

The screenshot shows a 'Filters' panel with the following sections:

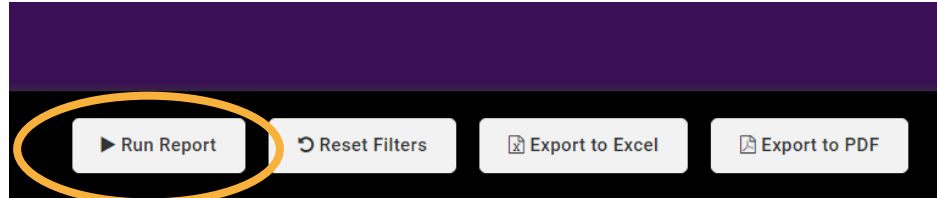
- Report Type:** A dropdown menu currently set to 'Course Status'.
- Date From:** A text field with 'Set Date' and a calendar icon.
- Date To:** A text field with 'Set Date' and a calendar icon.
- Courses:** A search box labeled 'Search by course name' and a large empty list area.
- Groups:** A search box and a list containing 'Feedlot Group - 9999'.
- Statuses:** A list of checkboxes for 'Not Started', 'In Progress', 'Pending Review', 'Completed', 'Passed', 'Failed', and 'Past Due'.
- User Status:** A list of checkboxes for 'Login enabled' and 'Login disabled'.
- User Type:** A list of checkboxes for 'Learner', 'Admin', 'Instructor', and 'Manager'.
- Custom User Data Filters:** A dropdown menu at the bottom.

Depending on the report you are running, there exist several different filter options available including:

- Course - to report on one or more specific Courses.
- User - to report on one of more specific users.
- Output format - chart or transcript
- Date Range (optional - if no dates are selected, all data is returned)
- Group - to report on one or more specific Groups (if you manage multiple feedlots)
- Course Status - to report by one or more of the following Course Status: Not Started, In Progress, Pending Review, Completed, Passed, Failed and/or Past Due.

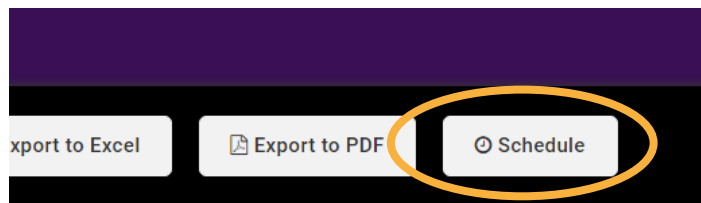
## 9.

Once all filters are selected press **Run Report** to view report output. If no data is available with the selected filters the report will not run.



## 10.

After you run a Report, in addition to options to export it to Excel or PDF, you will notice a **Schedule** button appears.



## 11.

Once you have selected the Report frequency, you can decide which stakeholders are to receive the report. This is achieved by selecting from any existing user in your Portal or by entering an external email address. The Reports will arrive as a zip file containing both Excel and PDF formats.

You are currently editing 'New Course Status Schedule'

Title  
New Course Status Schedule

Repeats  
Weekly

Repeat on  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Reports are sent to  
Select users to send to.

You can also add email addresses to send to.  
Write an email and click on Add Add