



1. Account Details

- 1.1. **Name** - Company Administrator who has full access to all functionality of the Food Safety Management Platform.
- 1.2. **Company** – Name of the company who has purchased tolearn.
- 1.3. **Employees** – Number of employees who can be assigned a license.
- 1.4. **Licenses** – 25/200 details out of the 200 licenses purchased 25 have been used leaving 175 still to be used.
- 1.5. **Pending release** – This where an Employee has been deleted from the system there is a period of 6 months before the licence can be reused. By clicking on the pending release, it will tell you the time left before a licence is reinstated.
- 1.6. **Total Courses** – Details the number of courses purchased by the company. Click on View courses and it will show you the courses purchased.
- 1.7. **Survey credits** – Details the number of food safety culture questionnaires purchased by the company.
- 1.8. **Buy fsc credits** – Allows the company to buy additional food safety culture questionnaire credits.
- 1.9. **Upgrade accounts** – Where a company has taken a free trial this allows them to purchase tolearn.

2. Monthly statistical overview

- 2.1. Provides a visual overview of how many courses have been completed, courses in progress, refresher required and refresher overdue.

3. Modules

- 3.1. **manage sites and users** – Allows you to add and remove sites, add single to the site, upload bulk users and view Archived Users.
- 3.2. **training matrix** – Provides a pictorial view of all employees on the system and their course status. Course status can be one of Not Enrolled, In Progress, Completed, Needs Refresher and Refresher Overdue.
- 3.3. **employees certificates** – Allows Company Administrator and Site Administrator to search for and download course certificates.
- 3.4. **set refresher** – For each course on the system an Expiration period can be set detailing after what time period the user has to retake the course.
- 3.5. The Refresher period is the number of days before the user has to retake the course and when logging into tolearn during the Refresher period the user is informed they are required to retake the course.
- 3.6. **food safety culture** - Allows a food safety culture questionnaire to be launched and the results analysed.
- 3.7. **sample size calculator** – It allows a company to calculate the minimum number of food safety culture questionnaire to be completed.
- 3.8. **my courses** – Details the courses assigned to the user logged into the system.
- 3.9. **my course access** – Allows for selecting which courses a Company Administrator or Site Administrator needs to complete.

4. Top toolbar

- 4.1. **Dashboard** – Only visible on module pages and allows you to go back to the dashboard
- 4.2. **guidance** – Provides guidance documents on how to use the Food Safety Management Platform e.g. How to add new users.
- 4.3. **Logout** – Button that allows you to log out of tolearn

5. Support

- 5.1. **Support** - Should you have a query about tolearn use the support button to send a message to the tolearn team.