

Step	Instruction	Screenshot
Assigning Company Administrator Courses		
1.	<ul style="list-style-type: none"> - Click on Dashboard, my course access. 	<p>The screenshot shows the 'Food Safety Management Platform' dashboard. On the left, there's an 'Account Details' section for 'Andrea Wilson' at 'Big Byte Company'. On the right, there's a 'Monthly statistical overview for March 2025' with four circular gauges: 24 Courses completed, 27 Courses in progress, 21 Refresher required, and 23 Refresher overdue. Below these are several orange buttons: 'manage sites/users', 'training matrix', 'employee certificate', 'set refresher', 'food safety culture', 'sample size calculator', 'my courses', and 'my course access'. The 'my course access' button is circled in red.</p>
2.	<ul style="list-style-type: none"> - Select the course the Company Administrator needs to take. - Where the course is prefixed with a blue box that means the course has been assigned. - Clicking on the blue box will un assign the course. - Clicking on a white box will assign the course. 	<p>The screenshot shows the 'Select my course access' page. It lists various courses in two columns. The first column includes: Introduction to Food Microbiology, Understanding Food Safety Culture, Labelling, Level 2 HACCP, COSHH, Fire Safety Awareness, Manual Handling, Allergen Awareness (Prelim), Noise Awareness, Working at Height, and Management & Supervisory. The second column includes: Root Cause Analysis, Allergen Awareness, Level 2 Food Safety, Post Awareness, DSEA, Level 2 Health & Safety, Equality & Diversity, Level 2 Food Safety (Prelim), General Data Protection Regulation (GDPR), and Post Awareness (Prelim). At the bottom, there is an orange 'update course access' button, which is highlighted with a red box.</p>
3.	<p>When all courses have been assigned just click on the "update course access" button.</p>	<p>This screenshot is identical to the previous one, showing the 'Select my course access' page with the 'update course access' button circled in red.</p>