

# Manager/Owner User Guide

## Go to website: ecerttraining.co.uk and click on login





Login to site at ecerttraining.co.uk Enter your user name and password, if first time on site please click forgot password link and follow process.





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Once you've either logged in or changed your password, you will land you on your personal user profile page, this is all about your own personal details and courses. To access your company information and profile click My Companies

Ecert Training Admin ADMIN	EXIT IMPERSONATION JUSTIN@ECERT.TRAINING -
Cert	HOME COURSES PACKAGES FAQ PROFILE LOGOUT
Justin Redrup   justin@ecert.training   St Johns House, Castle Street, Taunton, TA1 4AY	JUSTIN@ECERT.TRAINING 💄 🔻
My Schedule   My Certificates   My Credits   My Messages My Companies	
Your Details	Address
Email justin@ecert.training	Ecert Training
Name Mr Justin Redrup	Castle Street Taunton
	Somerset England TA14AY



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My Companies: This will give you a list of all companies where you are named as an owner (Manager). Select the company profile you want to view by clicking the View Company button next to the name.

Cert	HOME COURSES	PACKAGES FAQ	PROFILE LOGOUT	
Justin Redrup   justin@ecert.training   St Johns House, Castle Street, Taunton, TA1 4AY			JUSTIN@ECERT.TRAINING 🛓 🔻	
My Schedule   My Certificates   My Credits   My Messages   My Companies			Create a company	
Show 10 \$7 entries		Search:		
Company Name		My Role		
e-cert Healthcare Training Limited (Trial Account)		owner	View Company	
Franchise Test Account		viewer	View Company	
Test Company 2 Limited		owner	View Company	
Showing 1 to 3 of 3 entries			Previous 1 Next	
f in ¥ Terms & Conditions Pri © E-Cert Healthcare Ti	ivacy Policy Cookies Policy raining. All rights reserved.	ł		Chat live with an agent now!

## Company Profile Page:



- TO LEFT: Here you will see the company name
- MIDDLE PAGE: Here you will find the company address
- EDIT COMPANY: Ability to edit the company details including name, address and member status
- INVITE MEMBER: You can also invite new members to join your company account
- CONTACT COMPANY: You can contact ECERT for any help or support

Click Members: To get a full list of all individuals who are part of your company account. Here you can update their position within the company, view their profile, view their results and certificates, delete them from your company or finally you can send them an email if they have forgotten their password. This will send them a link to their registered email address to change their password.

e	Cert			HOME	COURSES	PACKAGES	FAQ	PROFILE	LOGOUT
e-cert Healti	hcare Training Limited	(Trial Account)   Suite 1, St Johns House	e, Castle Street, Taunton,	TA1 4AY					COMPANY 🛛 -
Members	Packages   Course	e Matrix   Certificates							2+ Invite New Member
Show 10		ø entries				s	earch:		
Id	Name	Email	Level						
5402	Jane Giambrone	jane@ecert.training	Owner 🔻	Update	iew Vie	w Test Results	Delete	Send reset	password email
794	Shannon Toop	shannon@ecert.training	Owner 🔻	Vi Update	iew Vie	w Test Results	Delete	Send reset	password email
284	Gus Redrup	justin@ecert.training	Owner 🔻	Vi Update	iew Vie	w Test Results	Delete	Send reset	password email
45004	Shannon Toop	shannonamy_94@hotmail.co.uk	Member 🔻	Vi Update	iew Vie	w Test Results	Delete	Send reset	password email

Packages: Here you can see the different packages you have available or purchased, you can see the summary of credits and users available and selected, and courses volumes. To view the package click View Details

Cert			нс	ome courses pao	CKAGES FAQ	PROFILE	LOGOUT	
e-cert Healthcare Training Lim	ited (Trial Account)   Suite 1, St J	ohns House, Castl	e Street, Taunton, TA1 4	AY			COMPANY 🗒 🔻	
Member   Packages   D	ourse Matrix   Certificates						Add PackageView Archive	
Show 10	<b>≎</b> entries				Search:			
ID Package		Credits Nu	mber of Courses	Max. (Current) Users	Responses			
2601 Unlimited Comp	any Credits User plan	N/A	29	10(6)	16	View Details	Send to archive	
Showing 1 to 1 of 1 entries							Previous 1 Next	
f in s	,	Terms & Cor © E-Cer	nditions Privacy Poli t Healthcare Training. A	cy Cookies Policy Il rights reserved.			S.	Chat live with an agent now!

Package View: Here you can see the package details, manage the users on the package, purchase more users or credits and see the list of courses available for completion in this package.

Cert	HOME COURSES P.	ACKAGES FAQ PROFILE	LOGOUT						
e-cert Healthcare Training Limited (Trial Account)   Suite 1, St Johns House, Castle Street, Taunton, TA14AY									
Members   Packages   Course Matrix   Certificates			Back to list						
Package Deatils									
Package: Unlimited Company Credits User plan	Credit purchasing disabled for	r this package							
Max Users 10									
Responses 16	Submit No Renewal required								
Users	Add Users Courses								
<ul> <li>(justin.redrup@hotmail.co.uk) justin.redrup@hotmail.co.uk</li> <li>(justin@ecert.training) justin@ecert.training</li> </ul>	Urinary Catheter Care     Challenging Behaviour i	n People with Dementia	A						
<ul> <li>(shannon@ecert.training) shannon@ecert.training</li> </ul>	Stroke Awareness								
(julie@ecert.training) julie@ecert.training     (jane@ecert.training)	Safeguarding     Safety of People S Prom	licos		×					
(assessments@cpduk.co.uk) assessments@cpduk.co.uk	Risk Assessment	11353	ag	ent now!					
	Record Keeping								
	Promoting Dignity & Co     Provention of Processor	mpassion in Care							
	Prevention of Pressure (     Person Centred Approach	ches							

Packages, Add Users: The users box will show all members that have been selected to take the courses included in your package, if you have added a new member to your company you will need to now add them to the package by clicking the drop down menu and selecting their name and click add,.

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e-cert Healthcare Trair	ning Limited (Trial Account)   Suite 1, St Johns House,	Castle Street, Taunton, TA14AY COMPANY 🖪 🔻
Members   Package	s   Course Matrix   Certificates   Manager Reso	burces Back to list
Package D	Details	
Package:	Unlimited Users Plan	Add Credits
Credits:	50	0
Responses	0	Submit Adding additional users disabled for this package
		No Renewal required
Users		Courses
(justin@ecert.trainin	ng) justin@ecert.training	Urinary Catheter Care     Challenging Behaviour in People with Dementia
Add User	~	Add Stroke Awareness
Julie Redrup < jul	ie@ecert.training>	Safety of People & Premises     Bisk Assessment
- 1		GDPR & Handling Information
		Promoting Dignity & Compassion in Care     Prevention of Pressure Ulcers
		Person Centred Approaches

Course Matrix: This page shows your all of your staff, what courses and when they completed them. If the box under the course it Blue it means they haven't taken the course yet, if it's Red it means the course is now out of date, if it's yellow it means the course expiry is within the next 3 months and if it's green it means it's been passed and has over 9 months before expiry.



Course Matrix: If you want to export the full company matrix to excel you can click CSV, if you want to copy the matrix and export it to another type of file simply click on copy. If you'd like to view one member you can also enter their name or email address in the search box. (If you hover your mouse above the course initials it will display the full course name) Click Excel to export the matrix to excel spreadsheet and include the colours!



Send a Message: If you click the mail icon next to the date or message in each individual box you can send a message to that individual, whether you want to say well done or get a move on and complete it, this message will appear in that specific employees message inbox. (If you clicked the circled envelope icon you would be sending a message to Julie Redrup about the Safeguarding course)

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e-cert Healthcare Training Limited (Trial Account)   Suite 1, St Johns House, Castle Street, Taunton, TA14AY COMPANY 🗓 🔹									
Members   Packag	es   Course Matrix	Certificates							
Show 10	<b>≎</b> r en	tries			Copy C	sv	Search:		
	1100	CAOM	DEA	CRDD	54	CAD	CDD	PA	PI/
	UCC	CAUM	БГА	СВРО	эа	JAK	244	KA	KK
Julie Redrup	not yet taken 📓	06/03/2020 🖂	not yet taken 🛛	not yet taken 🛛	not yet taken 🛛	01/03/2020 🖂	noty it taken 📓	not yet taken 🛛	not yet t
Jane Giambrone	not yet taken 🐱	not yet taken 🐱	not yet taken 🐱	not yet taken 🐱	not yet taken 🖾	not yet taken 🐱	not yet taken 🖾	not yet taken 🖾	not yet f
Justin Redrup	not yet taken 🖂	not yet taken 🖾	15/03/2020 🖂	not yet taken 🖾	not yet taken 🖾	not yet taken 🖂	not yet taken 🖾	not yet taken 🖾	not yet t
Shannon Toop	not yet taken 🖾	not yet taken 🔤	not yet taken 🖾	not yet taken 🔤	not yet taken 🖾	not yet taken 🔤	not yet taken 🔤	not yet taken 🔤	not yet t
Justin Redrup	not yet taken 🛛	not yet taken 📓	15/03/2020 🖂	not yet taken 🛛	not yet i				
CPD Assessor	not yet taken 🐱	not yet taken 🐱	not yet taken 🐱	not yet taken 🐱	not yet taken 🖾	not yet taken 🐱	not yet taken 🐱	not yet taken 📓	not yet f
4			Č.						Þ
Showing 1 to 6 of 6	entries		< >					Previous 1	Next

Certificates: Click here to view all of your company members results and certificates, dates of completion and time taken to complete the course. You can also use the search box to look for specific individual results. (Click the heading and it will filter in order.)



The next slides show you how to complete your own training in your personal profile Your personal profile page: This is where you land when you first log in to the system.

<b>Cert</b> TRAINING	HOME COURSES PACKAGES FAQ PROFILE LOGOUT
Gus Redrup   justin@ecert.training   St Johns House, Castle Street, Taunto	n, TA14AY JUSTIN@ECERT.TRAINING 💄 🕶
My Schedule   My Certificates   My Credits   My Messages 💿   My G	Companies
Your Details	Address
Email justin@ecert.training Name Mr Gus Redrup	Ecert Training St Johns House Castle Street Taunton Somerset England TA14AY

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My Schedule: This page shows you what courses are selected for you by your employer that you need to complete, when you last took that course, when it is due to expire, your last score and your results and a copy of your certificate.

<b>Cert</b> TRAINING		HOME	COURSE	S PACKAGES	FAQ PR	OFILE LOGOUT
Justin Redrup   justin@ecert.training   St Johns House, Castle Street,	Taunton, TA1 4AY					JUSTIN@ECERT.TRAINING 💄 🔻
My Schedule My Certificates   My Credits   My Messages   M	1y Companies					
Show 10 \$* entries				S	Search:	
Course	Last Taken	Expires	Score			
Administration of Medicines	30/01/2019	30/01/2020	16/32	Take Course	View Result	View Certificate 🛓
Assisting & Moving Individuals	09/03/2019	09/03/2020	14/41	Take Course	View Result	View Certificate 🛓
Autism Spectrum Disorder	02/03/2019	02/03/2020	19/20	Take Course	View Result	View Certificate 🛓
Basic First Aid	10/03/2019	10/03/2020	18/41	Take Course	View Result	View Certificate 🛓
Bed Rails	12/12/2018	12/12/2019	18/20	Take Course	View Result	View Certificate 🛓
Challenging Behaviour in People with Dementia	never	not yet taken		Take Course		
Death, Dying & Bereavement	never	not yet taken		Take Course		

To take a course: click my schedule and select the course you want to take by clicking the Take Course button

Cert TRAINING		HOME	COURSES	PACKAGES	FAQ P	ROFILE LOGOUT
Justin Redrup   justin@ecert.training   St Johns House, Castle St	treet, Taunton, TA1 4AY					JUSTIN@ECERT.TRAINING 💄 🔻
My Schedule   My Certificates   My Credits   My Messages	My Companies					
Show 10 \$T entries				S	Search:	
Course	Last Taken	Expires	Score			
Administration of Medicines	30/01/2019	30/01/2020	16/32	Take Course	View Result	View Certificate 🛓
Assisting & Moving Individuals	09/03/2019	09/03/2020	14/41	Take Course	View Result	View Certificate 🛓
Autism Spectrum Disorder	02/03/2019	02/03/2020	19/20	Take Course	View Result	View Certificate 🕹
Basic First Aid	10/03/2019	10/03/2020	18/41	Take Course	View Result	View Certificate 🕹
Bed Rails	12/12/2018	12/12/2019	18/20	Take Course	View Result	View Certificate 🕹
Challenging Behaviour in People with Dementia	never	not yet taken		Take Course		
Death, Dying & Bereavement	never	not yet taken		Take Course		

Once you have read and understood the learning outcomes and pass rate etc you then simply, Click Take Course:



#### Learning outcomes

Learning Outcomes

- · Understand the use of different types of medication
- · Understand how medicines are classified
- · Understand legislation and guidelines relating to medication
- · Know how to receive and store medicines
- · Understand the preparations to be taken prior to administering medication
- Understand how to administer medicines safely and appropriately
- · Understand how to support self-administration
- · Know about recording of information and confidentiality
- · Understand the requirements for safe disposal of medicines

# **Course Details**



- 70% Resubmission Requirement :
  - 50%
- Accreditation Currency :
- +1 year Months



You are now in the learning environment. You can either simply read the Training Manual on the screen or you can open it in PDF or if you'd like to take it home to read you can download it and print it off.



## Once you have completed all answers please click submit test for your score



## **Possible Outcomes**

- 1) You will pass your test by scoring 70% or more
- 2) You will fail with a chance to resubmit your incorrect answers if you score between 50% and 69%
- You will fail and have to retake the module from the start, if you score below 50%

If you pass your test your result will be shown with the correct answers to all the questions you answered incorrectly. My Certificates: This page shows your all of your certificates you have ever passed, the dates, the time it took you as well as the result and the certificate. (These will only show if you select this from your company profile options)

Cert		HOME COURSES	PACKAGES FAQ	PROFILE LOGOUT
Justin Redrup   justin@ecert.training   St Johns	House, Castle Street, Taunton, TA1 4AY			JUSTIN@ECERT.TRAINING 💄 🔻
My Schedule My Certificates My Credits	My Messages   My Companies			
Show 10	<b>⇔</b> entries		Search:	
Course	Date	Time Taken		
Administration of Medicines	30/01/2019 12:18	10:03:38, (641018 seconds)	View Result	View Certificate 🛓
Administration of Medicines	05/09/2017 08:55	00:01:00, (60 seconds)	View Result	View Certificate 🛃
Administration of Medicines	06/07/2018 10:09	00:03:14, (194 seconds)	View Result	
Assisting & Moving Individuals	09/03/2019 12:08	00:30:00, (261000 seconds)	View Result	View Certificate 🛓
Autism Spectrum Disorder	01/03/2019 12:00	03:00:31, (874831 seconds)	View Result	View Certificate 🛓
Autism Spectrum Disorder	01/03/2019 12:50	00:30:41, (952241 seconds)	View Result	View Certificate 🛓
Autism Spectrum Disorder	01/03/2019 01:21	13:44:19, (49459 seconds)	View Result	View Certificate 🛓

My Certificates: This page shows your all of your certificates you have ever passed, the dates, the time it took you as well as the result and the certificate.



If you have any questions please either review or submit through the FAQ link on the website home page.

Or you can email us at info@ecert.training